Chapter 3 - Procurement Processing

Section	Page
3.1 REQUISITION PROCESSING	3-2
3.2 JOB TICKET PROCESSING	3-33
3.3 INVITATION TO BID PROCESSING	3-62
3.4 BID PROCESSING	3-85
3.5 PURCHASE ORDER PROCESSING	3-104
3.6 DIRECT PURCHASE ORDER PROCESSING	3-128
3.7 BLANKET PURCHASE ORDER PROCESSING	3-166
3.8 CS138 PROCESSING	3-198

3.1 REQUISITION PROCESSING

When creating requisitions, the following ADPICS Data Entry Guide chapters will be referenced:

Chapter/Section	
2	ADPICS Basics
3.8	CS138 Processing
7	Change Order Processing
9	General Transaction Features
Appendix A	ADPICS Tables

Requisitions are requests for goods or services purchased from a vendor. Requisitions posted in ADPICS will create a pre-encumbrance in R★STARS.

3.1.1 Requisition Header Entry

Access the Requisition Header Entry screen (PCHL2100), which is accessed through the <F2> selection from the Main Menu. Then press <F1> from the Procurement Transactions Menu.

Data Entry instructions:

Req ID	Leave blank. Requisition ID will be system generated when the requisition is saved.
Doc Type	Either enter the appropriate document type (RA, RQ, etc.), or press <F2> to select the appropriate document type for this requisition from the Table Lookup (or see Document Type Table List in Appendix A). If not entered, it will default based on the Requisition Document Type entered on the Department Table (PCHL5970). The entered Doc Type must exist in Miscellaneous Table 64 (PCHL5750).
Due Date	Enter the date you want to receive the order.
Intf Type	Enter NP (no post – for creation of blanket requisition) if you are creating a blanket purchase order. Otherwise an RQ (requisition – pre-encumbrance transaction in R★STARS) will be system retrieved when document is saved. The Intf Type must exist in the Interface Type Table PCHL5650.

Action Ind	Defaults to ‘N’ (not posted).
Req/Jt	Defaults to ‘R’ (requisition). Change to ‘J’ for Job Tickets, see Section 3.2 Job Ticket Processing. Req/Jt indicator cannot be changed once the Req ID has been generated.
Eff Date	Will default to the current date. Enter a different effective date if you want the transaction to post to the financial tables in R★STARS on a different day/month/year.
Whse	Leave blank (used for job tickets, see Section 3.2 Job Ticket Processing).
Department	Defaults to user’s department number and name (based on User Security), change if necessary. Can only be changed if the Req ID has not been generated.
Change No	Will be blank for new requisitions (defaults to the change order sequence number of the last change order associated with the requisition).
Contact	Will default to the contact name associated with the user’s department when saved (can be changed by overtyping a new contact name).
Status	Will default to not posted (NOPT) for new requisitions. If using inquiry, will default to current status.
Telephone	Defaults to the contact person’s telephone number after the initial save (can be changed by overtyping).
Ext	When saved, will default to the contact person’s telephone extension, if they have one (can be changed by overtyping).
Note Pad	Defaults to ‘N’ because there are no notes attached to a new requisition (will change to ‘Y’ if you add a note in the note pad, see Section 2.3 Note Pad).
Address	Defaults to the address (including city, state, zip code, and country) defined for the user’s department, based on Department Table (PCHL5970). You can change this address if you enter an Other Address code (based on Other Address Table PCHL5250) in the space to the left of the listed address, directly below the

	telephone area code (press <F2> Select for Table Lookup).
Create	Leave blank. Will default to the date the requisition is created saved.
Update	Leave blank. Will default to the date that the requisition is updated same as create date when new requisition saved.
Post	Blank (will default to the date the requisition is posted).
Service Date	Will default to the current date. The service date must be on, or before, the final post date (close out date) of the grant or project. Enter a valid service date if the document's accounting includes (or infers) a grant or project that is controlled based on the service date, and the defaulted service date is incorrect.
Req Title	Enter a short (50 character) title for the requisition (optional).
Recommended Vendor	You can enter a Vendor ID if you have a preferred vendor (use <F2> Select and see Section 9.2 Vendor Selection).
Blanket PO ID/Sched	Enter the Blanket Purchase Order ID and Schedule number (user <F2> Select for Table Lookup), only when the requisition is a release against a BPO (cannot be changed after Req posted).
Union Notification Flag	Defaults to 'N'. Enter a 'Y' if CS-138 is entered and union notification is needed.
Dept/Buyer	Enter the Department ID and buyer ID only if this requisition should be assigned to a specific buyer. If Dept is entered, Buyer is required (use <F2> Select for Table Lookup).
Split Capability	Defaults to 'Y' (requisition detail lines can be separately awarded). Can be changed to 'N' if detail lines cannot be separately awarded.
Distribution Method	Defaults to 'S' (single). Change to 'P' (percentage), or 'M' (multiple) if the accounting distribution is based on percentages or has multiple distributions.
Accounting Block	Enter the appropriate accounting classification code(s) that will pay for the goods or services requested (see Section 9.8 Account Distribution Block).

For ‘S’ distribution	Enter one line of accounting.
For ‘P’ distribution	Enter two or three lines of accounting, and enter the appropriate percentage for each line (total percentage must equal 100%).
For ‘M’ distribution	Leave blank. Accounting will be entered on the accounting detail entry screen (or enter up to three lines of accounting that will default to all commodity lines – dollar amounts will be entered later).

After entering the above data, press <F10> to save the requisition header information.

The system will automatically access the appropriate Requisition Detail Entry screen:

- For ‘S’ or ‘P’ distribution methods, see Section 3.1.2 Requisition Detail Entry – Standard/Percentage Accounting Distribution.

- For ‘M’ distribution, see Section 3.1.3 Requisition Detail Entry – Multiple Accounting Distribution.

3.1.2 Requisition Detail Entry – Single/Percentage Accounting Distribution

When the accounting distribution method is ‘S’ or ‘P’ the system will automatically access the Requisition Detail Entry screen (PCHL2110). The Requisition ID will be system generated, the Line No will be 001 in preparation for entering the first commodity line item, the Dept/Buyer field will be retrieved from the header (if entered), and the cursor will be in the Commodity field.

Enter the Commodity ID, or press <F2> Select to access the Commodity Table Inquiry screen (PCHL1100) and select the appropriate commodity. Press <F6> to return the selected Commodity ID, Purchase Unit of Measure, and Unit Cost to the Requisition Detail Entry screen (see Section 9.1 Commodity Selection, for detailed instructions).

Enter the Quantity of the commodity you want to purchase.

NOTE: Be sure you are ordering the correct quantity. If you want 12 and the unit of measure is EA (each), enter 12. If the unit of measure is DZ (dozen), enter 1. If the unit of measure is LT (lot) and there are 4 in a lot, enter 3. You may need to view the Commodity Table Maintenance screen (PCHL5100) to determine the quantity in a specific unit of measure.

Then <TAB> past the State Tax and Local Tax fields because they are not used in Michigan.

Enter the correct Purchase Unit of Measure and /or Unit cost, if they were not retrieved or are incorrect. If the Purchase Unit of Measure and/or Unit Cost retrieved are correct, <TAB> past these fields.

Enter the applicable CS138 ID or predetermined value if the Commodity ID begins with a ‘9’; otherwise leave blank. The <F2> Select function key may be pressed in order to access the CS138 Selection screen (PCHL3999) which will display all predetermined values and statewide preauthorized CS138s. While on the CS138 Selection screen, press <F2> Select to return the selected predetermined value or statewide preauthorized CS138 to the Requisition Detail Entry screen (PCHL2110) (see Section 9.13 CS138 Selection, for detailed instructions).

The CS138 ID or predetermined value will be pulled from the Blanket Purchase Order Commodity Selection screen (PCHL2350) if this is a release against a BPO and the BPO detail line contains a CS138 ID or predetermined value. This value may be overtyped.

NOTE: To view agency CS138 IDs, link to the CS138 By Department screen (PCHL2114) (see Section 5.2114 of the ADPICS Terminal User Guide for detailed instructions).

Copy any standard specifications (not required) by using the Block function (see Section 9.6 Specifications and Terms Block Function, for detailed instructions). Type the necessary free form specification text (not required) you want to add for this commodity in the Specification Info field (see Section 9.7 Text Block Function, for detailed instructions).

NOTE: The Spec ID of any standard specifications cross-referenced with this commodity will be listed in the Spec ID fields (10 fields) at the bottom of the screen. The complete specification will be printed on the requisition document, but will not be shown on the screen. You can attach additional standard specifications to the commodity by entering the Specification ID in a Spec ID field (or use <F2> Select to locate and retrieve a Spec ID from the Table Lookup).

When all data has been entered, press <F10> to save the first commodity, and the system will clear the screen, the Line number will change to 002, and you are ready to enter the next commodity.

> **Entering another commodity** – If you are entering more commodities, repeat the Requisition Detail Entry steps as presented above (after saving each entry, the Line number will increase by 1).
>
> **Not entering additional commodities** – If you have completed the commodity entry, press <CLEAR> to return to the Requisition Header Entry screen (PCHL2100).

Before posting the requisition, do the following:

- Attach any necessary shipping and billing addresses to the requisition, see Section 3.1.4 Attaching Shipping/Billing Addresses to a Requisition.
- Attach any necessary terms to the document, see Section 9.5 Terms Selection and/or Section 9.6 Specifications and Terms Block Function.
- Verify the line item data entry, see Section 3.1.6 Verify and Correct Commodity Detail on Unposted Requisition.
- Verify the accounting, see Section 3.1.5 Verify Accounting and Correct Accounting Errors on Unposted Requisition.
- Add any necessary notes in the note pad, see Section 2.3 Note Pad.

After attaching shipping and billing addresses and/or terms, verifying the commodity and accounting detail, and adding any necessary notes, you must post the requisition.

Post the requisition by entering a ‘P’ in the Action Indicator field and pressing <F10> Save.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a ‘P’ and the requisition is ready to go to bid (see Section 3.3 Invitation to Bid Processing) or be placed on a purchase order (see Section 3.5 Purchase Order Processing).

- If you do not have authority to post this document, and there are no posting errors, the Action Indicator will change to an 'A.' The requisition has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors, the Action Indicator will change to 'E' and the message line will read, EDIT ERRORS IN R★STARS, CANNOT POST. You must correct the accounting errors and post the requisition again. To correct the accounting errors, see Section 3.1.5 Verify Accounting and Correct Accounting Errors on Unposted Requisition (if necessary, consult with accounting staff within your department).

- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

Once the requisition Action Indicator field is 'P' and the Status field is POST, a pre-encumbrance now exists in R★STARS. You are ready to create an Invitation to Bid (see Section 3.3 Invitation to Bid Processing), or a Purchase Order (see Section 3.5 Purchase Order Processing).

To print the document, enter the number of copies you want printed in the Copies field of the Requisition Header Entry screen (PCHL2100), and press <F12> Print. The copies will be printed at the printer assigned to your PC/terminal, and the Print indicator will change to 'Y' to indicate that the document has been printed.

3.1.3 Requisition Detail Entry – Multiple Accounting Distribution

When the accounting distribution method is 'M' the system will automatically access the Requisition Accounting Detail screen (PCHL2109). The Requisition ID will be system generated, the Line No will be 001 in preparation for entering the first commodity line item, the Dept/Buyer field will be retrieved from the header (if entered), and the cursor will be in the Commodity field (any accounting lines entered on the header will default to every commodity line).

Commodity Entry

Enter the Commodity ID, or press <F2> Select to access the Commodity Table Inquiry screen (PCHL1100) and select the appropriate commodity. Press <F6> to return the selected Commodity ID, Purchase Unit of Measure, and Unit Cost to the Requisition Detail Entry screen (see Section 9.1 Commodity Selection, for detailed instructions).

Enter the Quantity of the commodity you want to purchase.

NOTE: Be sure you are ordering the correct quantity. If you want 12 and the unit of measure is EA (each), enter 12. If the unit of measure is DZ (dozen), enter 1. If the unit of measure is LT (lot) and there are 4 in a lot, enter 3. You may need to view the Commodity Table Maintenance screen (PCHL5100) to determine the quantity in a specific unit of measure.

<TAB> past the State Tax and Local Tax fields because they are not used in Michigan.

Enter the correct Purchase Unit of Measure and/or Unit cost, if they were not retrieved or are incorrect. Or if the Purchase Unit of Measure and /or Unit Cost retrieved are correct, <TAB> past these fields.

Enter the applicable CS138 ID or predetermined value if the Commodity ID begins with a '9'; otherwise leave blank. The <F2> Select function key may be pressed in order to access the CS138 Selection screen (PCHL3999) which will display all predetermined values and statewide preauthorized CS138s. While on the CS138 Selection screen, press <F2> Select to return the selected predetermined value or statewide preauthorized CS138 to the Requisition Accounting Detail screen (PCHL2109) (see Section 9.13 CS138 Selection, for detailed instructions).

The CS138 ID or predetermined value will be pulled from the Blanket Purchase Order Commodity Selection screen (PCHL2350) if this is a release against a BPO and the BPO detail line contains a CS138 ID or predetermined value. This value may be overtyped.

NOTE: To view agency CS138 IDs, link to the CS138 By Department screen (PCHL2114) (see Section 5.2114 of the ADPICS Terminal User Guide for detailed instructions).

Press <F10> to save the commodity entry. The Estimated Total Cost will be calculated, and the message line will state that you must enter accounting information.

NOTE: Saving the entry now will let you know what the total cost is for this commodity. You will then be able to distribute the correct total cost among the accounting lines. The total accounting Amount and the Estimated Total Cost must be equal.

Accounting Entry - One to Six Accounting Lines

Enter up to six accounting lines to be used for the payment of this commodity only (see Section 9.8 Account Distribution Block, for data field information), then enter the dollar amount to be associated with each accounting line (also enter dollar amounts for any accounting lines defaulted from header).

Press <F10> to save the accounting information. If the Total Accounting Amount and the Estimated Total Cost are not equal, the message line will advise you. You must correct the figures in the Amount field and save again.

When the Total Accounting Amount and the Estimated Total Cost are equal, the system will transfer to the Requisition Detail Entry screen (PCHL2110).

Go to Commodity Specification Entry, later in this section.

Entry of More Than Six Accounting Lines

Enter up to the first six accounting lines to be used for the payment of this commodity only (see Section 9.8 Account Distribution Block, for data field information), then enter the dollar amount to be associated with each accounting line.

Press <F10> to save the accounting information.

Press <F4> Acct to access an additional Requisition Accounting Detail screen (PCHL2111). Notice that the entered accounting line(s) transferred to this screen.

Enter the remaining accounting lines and dollar amounts for the first commodity
Press <F10> to save the entry.

NOTE: Six accounting lines can be entered on the Requisition Accounting Detail screen (PCHL 2109), and up to 14 lines can be entered on each page of the Requisition Accounting Detail screen (PCHL2111). A total of 33 accounting lines can be entered for one commodity line number. If you need to enter more than 14 lines, press <F10> to save this page. Press <F8> to access the next page and continue. Just remember that the total dollar amount of all accounting lines must equal the Estimated Total Amount for the commodity.

When all of the accounting lines are entered and saved, press <CLEAR> to return to the Requisition Accounting Detail Entry screen (PCHL2109). Notice that the More Accounting field now contains a 'Y' because you entered additional accounting for this commodity, and the Current Detail Accounting Amount field contains the total dollar amount of all accounting lines.

Press <F12> Ln Specs to access the Requisition Detail Entry screen (PCHL2110).

Go to the Commodity Specification Entry section below.

Commodity Specification Entry

You have now transferred to the Requisition Detail Entry screen (PCHL2110).

Notice that the commodity information has been brought forward and you are ready to enter specification information for this commodity. Copy any standard specifications (not required) by using the Block function (see Section 9.6 Specifications and Terms Block Function, for detailed instructions). Type the necessary free form specification text (not required) you want to add for this commodity, in the Specification Info field (see Section 9.7 Text Block Function, for detailed instructions).

NOTE: The Spec ID of any standard specifications cross-referenced with this commodity will be listed in the Spec ID fields (10 fields) at the bottom of the screen. The complete specification will be printed on the requisition document, but will not be shown on the screen. You can attach additional standard specifications to the commodity by entering the Specification ID in a Spec ID field (or use <F2> Select to locate and retrieve a Spec ID from the Table Lookup).

When all data has been entered, press <F10> to save the detail entry for the first commodity.

The system will transfer to the Requisition Accounting Detail screen (PCHL2109), the Line number will increment to the next sequential number, and you are ready to enter the next commodity.

> **Entering another commodity** – If you are entering more commodities, repeat the Requisition Accounting and Detail Entry steps as presented above (after saving each entry, the Line number will increase by 1).
>
> **Not entering additional commodities** – If you have completed and saved the last (or only) commodity entry, press <CLEAR> to return to the Requisition Header Entry screen (PCHL2100).

Before posting the requisition, do the following:

- Attach any necessary shipping and billing addresses to the requisition, see Section 3.1.4 Attaching Shipping/Billing Addresses to a Requisition.
- Attach any necessary terms to the document, see Section 9.5 Terms Selection and/or Section 9.6 Specifications and Terms Block Function.
- Verify the line item data entry, see Section 3.1.6 Verify and Correct Commodity Detail on Unposted Requisition.
- Verify the accounting, see Section 3.1.5 Verify Accounting and Correct Accounting Errors on Unposted Requisition.
- Add any necessary notes in the note pad, see Section 2.3 Note Pad.

After attaching shipping and billing addresses and/or terms, verifying the commodity and accounting detail, and adding any necessary notes, you must post the requisition.

Post the requisition by entering a ‘P’ in the Action Indicator field and pressing <F10> Save.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a ‘P’ and the requisition is ready to go to bid (see Section 3.3 Invitation to Bid Processing) or be placed on a purchase order (see Section 3.5 Purchase Order Processing). When the requisition is a blanket purchase order release, the system will automatically transfer to the Purchase Order/Contract Writing screen (PCHL2340), and generate the Purchase Order ID (see Section 3.5 Purchase Order Processing).

- If you do not have authority to post this document, and there are no posting errors the Action Indicator will change to an ‘A.’ The requisition has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors, the Action Indicator will change to ‘E’ and the message line will read, EDIT ERRORS IN R★STARS, CANNOT POST. You must correct the accounting errors and post the requisition again. To correct the accounting errors, see Section 3.1.5 Verify Accounting and Correct Accounting Errors on Unposted Requisition (if necessary, consult with accounting staff within your department).

- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

Once the requisition Action Indicator field is ‘P’ and the Status field is POST, you are ready to create an Invitation to Bid (see Section 3.3 Invitation to Bid Processing), or a Purchase Order (see Section 3.5 Purchase Order Processing). When the approved document is a blanket purchase order release, the system generates the purchase order ID, but it does not transfer to the Purchase Order/Contract Writing screen (PCHL2340).

To print the document, enter the number of copies you want printed in the Copies field of the Requisition Header Entry screen (PCHL2100), and press <F12> Print. The copies will be printed at the printer assigned to your PC/terminal, and the Print indicator will change to ‘Y’ to indicate the document has been printed.

3.1.4 Attaching Shipping/Billing Address to a Requisition

Shipping and billing addresses can be attached to a requisition during the initial header data entry or during the completion of the requisition.

While on the Requisition Header Entry screen (PCHL2100), press <F7> Address to access the Requisition Address Table Maintenance screen (PCHL2121). Notice that the Requisition ID and Line Number 000 are retrieved, and that data is entered using two data entry lines. The date will be entered directly below the quantity.

Locating the Appropriate Shipping/Billing Address Code

When you don't know the Address code for a shipping and/or billing address, you can locate the appropriate code in two different ways.

Table Lookup Method – While on the Requisition Address Table Maintenance screen (PCHL2121), place the cursor in the Addr field where you need to enter an address. Press <F2> Select to access the associated Table Lookup. Notice that the table is listed in Address code order and the Title field is the City portion of the address. Most address codes start with the FACS agency.

Select the appropriate Address Code. Press <F2> Select to return the address to the Requisition Address Table Maintenance screen (PCHL2121).

Address Table Maintenance Method – When you do not know the Address Code for shipping or billing and the Table Lookup list does not help you, you can search for the correct address from the Requisition Address Table Maintenance screen (PCHL2121).

Place the cursor in the Select column to the left of the first blank line. Enter an 'S' and press <F2> Select to access the Other Address Table Maintenance screen (PCHL5250). Press <F5> to scroll through the addresses until you locate the correct address.

Then write down, or remember, the Address Code. Press <CLEAR> to return to the Requisition Address Table Maintenance screen.

<TAB> to the Addr field and enter the Address Code.

Commodities can be billed and shipped to the same address. They can be billed and shipped to different addresses. They can be billed to one address and shipped to multiple addresses, or shipped to one address and billed to multiple addresses.

To attach shipping and billing addresses to the requisition, see the appropriate section below.

Ship and Bill All Commodities to the Same Addresses

If you want all of the commodities to be shipped and billed to the same addresses, leave Line No field at ‘000’, and <TAB> to the S/B (shipping/billing) field.

Enter a ‘B’ (Bill to), then <TAB> past the Qty (quantity) field because all of the commodities are being billed to the same address. Enter the appropriate Address code for the billing address in the Addr field (see Locating the Appropriate S/B Address Code earlier in this section).

<TAB> to the Date field directly below the space for the quantity. Enter the date that the vendor should bill for the goods. <TAB> to the next S/B field.

Enter an ‘S’ (ship to), then <TAB> past the Qty (quantity) field because all of the commodities are being shipped to the same address.

Enter the appropriate Address code for the shipping address in the Addr field (see Locating the Appropriate Shipping/Billing Address Code). <TAB> to the Date field directly below the space for the quantity, and enter the date that the vendor should ship the goods.

Press <F10> to save the shipping and billing data. The addresses associated with the entered Address codes are system retrieved.

<CLEAR> to the Requisition Header Entry screen (PCHL2100).

Continue with the document data entry.

NOTE: You can enter the shipping and billing addresses in any order and even after the requisition is posted.

Ship and Bill Commodities to Different Addresses

If you want some commodities to be shipped and/or billed to a different address than other commodities, you must enter each line item shipping and billing address(es) separately.

You can enter one or more shipping address for each line item, and one or more billing address for each line item. The quantity shipped and the quantity billed for each line item must be equal to the quantity requested for each line item. Up to six shipping/billing addresses can be entered on one page for one line item. To enter more addresses, press <F10> to save the first page, then press <F8> to access a new page.

Enter ‘001’ in the Line No field, and enter a ‘B’ in the first S/B field. Enter the quantity of the Line 001 commodity you want billed to the first address.

Enter the appropriate address code (see Locating the Appropriate Shipping/Billing Address Code) in the Addr field. Enter the date that the vendor should bill for the quantity of the commodity entered on this line.

<TAB> to the next S/B field and enter the next billing address, corresponding quantity, appropriate billing address code, and billing date for this billing address.

Repeat for each billing address. The total billed quantity must equal the total line quantity.

Enter an ‘S’ in the next S/B field, and enter the quantity of the Line 001 commodity that you want shipped to the this address. Enter the appropriate address code (see Locating the Appropriate S/B Address Code) in the Addr field.

Enter the date that the vendor should ship the quantity of the commodity entered on this line. <TAB> to the next S/B field and enter the next shipping address, corresponding quantity, appropriate shipping address code, and shipping date for this shipping address.

Repeat for each shipping address. The total shipped quantity must equal the total line quantity.

Press <F10> to save the entry.

Enter ‘002’ in the Line No field and repeat the above procedures for the next commodity. Repeat for each line item entered on the requisition, incrementing the line number by one for each commodity.

Bill to One Address and Ship to Multiple Addresses

If you want all of the commodities to be billed to one address, but shipped to multiple addresses, you can enter the billing address one time, then enter the appropriate shipping addresses for each commodity line.

Since you want all of the commodities to be billed to the same address, leave Line No field at ‘000.’ <TAB> to the S/B (shipping/billing) field.

Enter a ‘B’ (Bill to), then <TAB> past the Qty (quantity) field because all of the commodities are being billed to the same address. Enter the appropriate Address code for the billing address in the Addr field (to locate an Address code, see Locating the Appropriate Shipping/Billing Address Code, later in this section).

<TAB> to the Date field directly below the space for the quantity. Enter the date the vendor should bill for the goods. Press <F10> to save the billing address.
Change the Line No field to’ 001’, and enter an ‘S’ in the first S/B field. Enter the quantity of the Line 001 commodity that you want shipped to this address in the Qty (quantity) field.

Enter the appropriate address code (see Locating the Appropriate S/B Address Code) in the Addr field and the date the vendor should ship the quantity of the commodity entered on this line.

<TAB> to the next S/B field and enter the next shipping address, corresponding quantity, appropriate shipping address code, and shipping date for this shipping address.

Repeat for each shipping address. The total shipped quantity must equal the total line quantity.

Press <F10> to save the entry. Enter ‘002’ in the Line No field, and repeat the above procedures for entering the shipping address for the next commodity.

Repeat the shipping address entry for each additional line item entered on the requisition.

NOTE: To ship to one address, but bill to multiple addresses, enter the shipping address (S) on Line No ‘000’ and the different billing addresses (B) on the appropriate lines, in the same manner as directed above.

3.1.5 Verify Accounting and Correct Accounting Errors on Unposted Requisition

View Accounting

You can verify the accounting data by pressing <F11> View Acct from the Requisition Header Entry screen (PCHL2100), the Requisition Detail Entry screen (PCHL2110), or the Requisition Accounting Detail Entry screen (PCHL2109).

Before posting the requisition, press <F11> View Acct from one of the above screens to access the Requisition Accounting Information Summary screen (PCHL2125), and the system retrieves the accounting summary record associated with the Requisition ID.

This screen displays all of the accounting lines attached to the requisition. When the Distribution Method is 'M' (Multiple), each accounting suffix (SX) line displays the total dollar amount allocated to that suffix from all commodities that include the accounting suffix line.

When an accounting error has occurred during the creation of a requisition, the system displays an 'E' (error) in the S (selection) field of this screen.

You can view the errors and then make the necessary corrections on the requisition before posting it. You cannot view the Error Message screen (PCHL2130) if no errors exist.

No accounting errors – If the document contains no accounting errors, press <CLEAR> to return to the appropriate requisition screen. Continue with any additional document verification, then post the requisition.

Requisition contains accounting errors – If the document contains one or more errors, view the first accounting error by typing an 'S' over the first 'E' in the Selection field. Press <F2> Select to transfer to the to the Split Transaction Information Summary screen (PCHL2133) for split transactions or to the Error Message screen (PCHL2130) for single transactions.

Split transactions – View the split transactions for the selected accounting line. The split transaction(s) with an accounting error is indicated with an 'E' in the Selection column. View the first accounting error by typing an 'S' over the first 'E' in the Selection field. Press <F2> Select to transfer to the Error Message screen (PCHL2130). See Single transactions below.

Single transactions – Read the Error Code and Message. The screen displays error messages generated by R★STARS when it attempts to pre-encumber funds for the requested item(s).

> All of the messages listed for one Suffix (accounting line) pertain to that suffix only, and are usually successive. For example, if the messages "Invalid Obj/Gl Combo" and "Obj Not Included 28B" are listed, it would mean that there is an invalid Object Code (COBJ) / General Ledger (GL) combination, and the Object Code does not exist in R★STARS profile 28B. In other words, you may have entered the wrong COBJ (it could be a simple typing error, or it could be a valid COBJ, but not valid in combination with the rest of the accounting line).

NOTE: If you don't know what an error means, you may need to access the appropriate R★STARS profile to determine the correction (see Section 12 Interfaces to R★STARS). If you still can't locate the error, see your accountant.

Once you have determined the type of error, you should <CLEAR> to the Requisition Accounting Information Summary screen (PCHL2125). Look at the Suffix (SX) line(s) that contains the error(s), to verify the correction(s) that should be made.

Repeat the above procedures for each additional line that contains an error. <CLEAR> to the Requisition Header Entry screen (PCHL2100), and correct the error(s). If more than one page of accounting suffix lines exist, press <F8> to view the next page. See Correct Accounting Errors, below.

Correct Accounting Errors

After determining the accounting errors, follow the appropriate section below to correct the errors.

NOTE: If you are changing accounting at Year End, do not overtype existing accounting. Instead, delete the line and add new accounting using correct interface type. See Section 14.2.2 Year End Closing.

If the Distribution Method is 'S' or 'P' – All of the accounting suffix lines are on the header, so <TAB> to the suffix line that is in error, and enter (overtype) the correct data, and press <F10> to save the correction(s). Then press <F10> again to verify the corrections.

The system will transfer to the Requisition Detail Entry screen (PCHL2110). Press <CLEAR> to return to the Requisition Header Entry screen (PCHL2100), and complete the verification and post the requisition.

If the Distribution Method is 'M' – Correct any accounting lines entered on the header by entering (overtyping) the correct data. Corrections on the header will apply to any commodity lines added after the change, but WILL NOT change the accounting for the existing commodities. The original default accounting lines must be corrected for each commodity.

All of the accounting suffix lines are listed on the Requisition Accounting Detail Entry screen (PCHL2109), so press <F6> View Doc to view the first line item on the document. Locate the first Suffix line that is in error. If the More Accounting field contains a 'Y,' you may need to press <F4> Acct to locate the Suffix (SX) line that is in error.

If the first commodity line item does not include the Suffix (SX) line that you are correcting, press <F5> to access the next line item (press <F4> Acct to view additional accounting Suffix lines, if necessary). More than one commodity line may contain the same accounting Suffix line, but correcting it on one commodity line WILL NOT correct it on other commodity lines (you must correct the error in all places where it occurs).

Once the error is located, correct the data by pressing <TAB> to the correct data field(s) and typing over the incorrect data (also verify and correct dollar amounts, if necessary), then press <F10> to save the corrected accounting Suffix (SX) line.

NOTE: If the corrected Suffix line exists on other commodity lines, the Suffix number on the corrected line will change to the next sequential number based on the total number of Suffix lines on the requisition. If a Suffix line is in error, and is attached to more than one commodity line, it must be corrected on all commodity lines.

Make all of the corrections on one screen and be sure to save the changes before proceeding to the next screen.

View all commodity lines, and view and correct each accounting page within a commodity line to be sure that you have not missed any errors.

Continue as above until all errors are corrected, and press <CLEAR> to the Requisition Header Entry screen (PCHL2100). Press <F11> View Acct to view the Requisition Accounting Information screen (PCHL2125) again, to be sure that you located all of the errors (if errors still exist, repeat as directed above). Then continue with the document verification, and post the requisition.

Add an Accounting Line

The addition of accounting Suffix lines depends on the existing distribution method entered on the requisition. There are limitations to what can be done depending on the distribution method. For some changes, it will be necessary to change the existing distribution method.

When the Accounting Distribution is 'S' – In order to add an accounting suffix line, you must change to distribution method indicator to 'P' or 'M,' depending on the new method of distribution. <TAB> to the Distribution Method field and enter the appropriate indicator, then See Section 3.1.2 Requisition Detail Entry – Single/Percentage Accounting Distribution, or 3.1.3 Requisition Detail Entry - Multiple Accounting Distribution for the appropriate accounting entry directions.

When the Accounting Distribution is 'P' – If there are two accounting suffix lines, you can add a third line. <TAB> to the third accounting line (directly below Suffix line 02) on the Requisition Header Entry screen (PCHL2100) and enter the new accounting suffix line. Then <TAB> to the Percent field of each accounting line and redistribute the percentages so the three lines total 100%.

If there are three accounting suffix lines, you can redistribute the percentages (see above), but you cannot add an additional accounting line unless you change the Distribution Method to Multiple.

If you want to use the existing accounting lines on all commodities on the requisition, you can leave them (the percentage field will be cleared when you save the changed distribution method), and change the Distribution Method indicator to 'M.' Then press <F10> to save the change. The system will transfer to the Requisition Accounting Detail Entry screen (PCHL2109), and the document is now a Multiple distribution requisition, so follow the directions below (When the Accounting Distribution is 'M').

If you do not want to use the existing accounting lines on all commodity lines, you must delete them (see Delete an Accounting Line), then see Section 3.1.3 Requisition Detail Entry - Multiple Accounting Distribution for directions (you must enter all new accounting information).

When the Accounting Distribution is 'M' – From the Requisition Header Entry screen, press <F6> View Doc to view the Requisition Commodity Summary screen (2120), and determine which commodity line needs the new accounting information. Select the appropriate commodity, and press <F2> Select to access the Requisition Accounting Detail screen (PCHL2109).

Enter the new account code in the first blank accounting line (if necessary, press <F4> Add Line to access the additional Requisition Accounting Detail screen PCHL2111, and enter the new accounting).

Enter the correct dollar amount for the new accounting line, and redistribute the existing dollar amounts so that the total Accounting Amount(total dollar amount of all accounting lines) equals the Total Cost (total dollar amount of commodity).

Press <F10> to save the addition, then press <F10> again to confirm the addition.

Delete an Accounting Line

Any accounting line can be deleted on an unposted document. However, there are restrictions based on the accounting distribution method.

Single Distribution Method – Do not delete the accounting line. Change the incorrect data by overtyping the entire line. Press <F10> to save the changes, then press <F10> to confirm the changes. The system will transfer to the Requisition Detail Entry screen (PCHL2110). Press <CLEAR> to return to the Requisition Header Entry screen (PCHL2100). Continue with the document verification, and post the document.

Percentage Distribution Method – If you have three accounting lines, you can delete one of them. If you have only two lines, and must delete one, you must also change the distribution method to ‘S’ (Single) and follow the directions for the Single Distribution Method.

Place the cursor in any accounting data field (i.e., Index, PCA, COBJ) of the Suffix (SX) line that you want to delete. Press <F3> to delete the accounting Suffix line, then press <F3> to confirm the deletion. Re-allocate the percentages between the remaining two accounting Suffix lines (must equal 100%). Press <F10> to save the re-allocation, and press <F10> again to confirm the changes. The system will transfer to the Requisition Detail Entry screen (PCHL2110). Press <CLEAR> to return to the Requisition Header Entry screen (PCHL2100). Continue with the document verification, and post the requisition.

Multiple Distribution Method – You can delete any number of accounting Suffix lines, but you must also change the accounting dollar amounts so that the Estimated Total Amount and the Total Accounting Amount are equal. If you delete an accounting line that you entered on the Header (a default accounting Suffix line), deleting it on the header WILL NOT delete it on any of the existing commodity lines. New commodity lines would not contain the deleted accounting Suffix line. You must delete the default accounting Suffix line on every commodity detail line that should not have that accounting.

From the Requisition Header Entry screen (PCHL2100), ‘Link to’ the Requisition Accounting Detail screen (PCHL2109). Locate the appropriate commodity line item and accounting Suffix line. If the accounting Suffix line to be deleted is attached to a different commodity line, press <F5> Next until you locate the appropriate commodity line. If the accounting Suffix line to be deleted is on the additional Requisition Accounting Detail screen (PCHL2111), press <F4> Acct to transfer and view the additional accounting Suffix lines.

Place the cursor in any accounting data field (i.e., Index, PCA, COBJ) of the Suffix (SX) line that you want to delete. Press <F3> to delete the accounting Suffix line, then press <F3> to confirm the deletion. Re-allocate the dollar Amount to the appropriate remaining accounting Suffix line(s) or add a new line. See Add an Accounting Line earlier in this section.

Press <F10> to save the re-allocation, and press <F10> again to save the changed document. Then depending on which screen was used to delete the accounting Suffix line, the system may transfer to another screen. Press <CLEAR> until you return to the Requisition Header Entry screen (PCHL2100).

Continue with the verification of the document, and post the requisition.

3.1.6 Verify and Correct Commodity Line on Unposted Requisition

Change Commodity Detail

From the Requisition Header Entry screen (PCHL2100), do one of the following to locate the commodity line that needs to be changed:

- 'Link to' the Requisition Detail Entry screen (PCHL2110). Press <F5> Next until you locate the appropriate commodity.
- Press <F6> View Doc to transfer to the Requisition Commodity Summary screen (PCHL2120), enter an 'S' in the Selection column of the commodity to be changed (use <F8> Next Pg if necessary), and press <F2> Select to access the Requisition Detail Entry screen (PCHL2110) for the selected commodity.

Enter the correct data in the same manner that you entered the original data, being sure to clear any existing data from the field you are changing.

Press <F10> to save the changes. Press <F10> again to confirm the changes.

Add a Commodity

From the Requisition Header Entry screen (PCHL2100), press <F6> View Doc, and the system transfers to the Requisition Commodity Summary screen (PCHL2120). Review the summary to be sure that it is necessary to add a commodity.

Press <F4> Add Line to add a new commodity line. The system transfers to the Requisition Detail Entry screen (PCHL2110) if the requisition distribution method is 'S' or 'P', or to the Requisition Accounting Detail (PCHL2109) if the distribution method is 'M.' The line number field will remain blank until you save the new commodity, then the system will generate the next sequential line number.

Adding the new commodity is the same as the initial entry of a commodity, so see Section 3.1.2 Requisition Detail Entry – Standard/Percentage Accounting Distribution, for single and percentage distribution method requisitions. Or see Section 3.1.3 Requisition Detail Entry – Multiple Accounting Distribution, for multiple distribution method requisitions.

Delete a Commodity

From the Requisition Header Entry screen (PCHL2100), press <F6> View Doc, and the system will transfer to the Requisition Commodity Summary screen.

Select the commodity line that you want to delete, by typing an ‘S’ in the select field. Press <F2> Select to access either the Requisition Detail Entry screen (PCHL2110), or the Requisition Accounting Detail screen (PCHL2109), depending on the distribution method of the requisition.

After transferring to the appropriate screen, press <F3> to delete the commodity line, and press <F3> again to confirm the deletion.

3.1.7 Change an Unposted Requisition

Restrictions

You CANNOT change the Department or the Req/Jt indicator on a requisition after the Requisition ID has been generated. If this data must be changed, you must delete the requisition (see Section 3.1.8 Delete an Unposted Requisition), and create a new requisition. Any other data can be changed if you can <TAB> to the data field.

<TAB> to the appropriate data field and type the new data over the old data. When entering new data, be sure that you clear the end of the data field so that you do not leave any old data in the field. Press <F10> to save the changes (you can only change and save one screen at a time), and read the message line. Press <F10> again, if directed.

If you change the distribution method, you must also change accounting information. Be sure to read and follow any messages generated by the system (also see Section 3.1.4 Verify Accounting and Correcting Accounting Errors on Unposted Requisition).

Changing the Requisition

Access the Requisition Header Entry screen (PCHL2100), then change the necessary data, and save the changes.

- When changing header information, see Section 3.1.1 Requisition Header Entry
- When changing accounting information, see Section 3.1.4 Verify Accounting and Correct Accounting Errors on Unposted Requisition
- When changing commodity detail, see Section 3.1.5 Verify and Correct Commodity Line Detail on Unposted Requisition

NOTE: Remember, if you can’t change something that you are trying to change, the message line at the bottom of the screen will tell you that it can’t be done.

3.1.8 Delete an Unposted Requisition

To delete an unposted requisition, access the Requisition Header Entry screen (PCHL2100), which is accessed through the <F2> selection from the Main Menu (PCHL0000). Then press <F1> from the Procurement Transactions Menu (PCHL2000).

Enter the Requisition ID and press <ENTER> to retrieve the requisition you want to delete.

Press <F3> to delete the document. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

NOTE: When the document has been previously changed through Change Order Processing, the Document will be CR, and there will be a Change Sequence Number. When deleting the document, only the latest version of the document is deleted. The system retrieves the previous version of the document. For example, if you delete Change Sequence Number ‘003’ the system will retrieve Change Sequence Number ‘002.’

3.1.9 Change a Posted Requisition

Restrictions

You CANNOT change the Department and Req/Jt fields on a posted requisition. If this data must be changed, you must cancel the requisition (See Section 3.1.10 Cancel a Posted Requisition), and create a new requisition. The Account Distribution Method can be changed from Single or Percentage to Multiple, but cannot be changed from Multiple or Percentage to Single.

You cannot change a posted requisition if a purchase order has been created for it. If the purchase order has not been posted, you can delete the purchase order (see Section 3.6.8 Delete an Unposted Purchase Order), do an Advice of Change, change the requisition, and create a new purchase order. Or you can change the purchase order instead of the requisition (see Section 3.5.7 Change an Unposted Purchase Order).

NOTE: Remember, if you can't do something that you are trying to do, the message line at the bottom of the screen will prompt you.

Changing the Requisition

To change a posted requisition, you (or someone with proper security) must first create and post an Advice of Change, see Section 7.1 Advice of Change. The Advice of Change should clearly outline the requested changes and the reason for the changes.

After the Advice of Change has a POST Status, you can change the requisition. Access the Requisition Header Entry screen (PCHL2100) and notice that the Status field now reads, CINP, which means Change in Process. Change the necessary data, and save the changes.

- When changing header information, see Section 3.1.1 Requisition Header Entry
- When changing accounting information, see Section 3.1.4 Verify Accounting and Correct Accounting Errors on Unposted Requisition
- When changing commodity detail, see Section 3.1.5 Verify and Correct Commodity Line Detail on Unposted Requisition

After the changes have been made, return to the Requisition Header Entry screen (PCHL2100).

Enter a 'P' in the Action Indicator field. Press <F10> to post the changed requisition.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a ‘P’ and the requisition is ready to go to bid (see Section 3.3 Invitation to Bid Processing) or be placed on a purchase order (see Section 3.5 Purchase Order Processing).

- If you do not have authority to post this document, and there are no posting errors, the Action Indicator will change to an ‘A.’ The requisition has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors, the Action Indicator will change to ‘E’ and the message line will read, Edit Errors in R★STARS, Cannot Post. You must correct the accounting errors and post the requisition again. To correct the accounting errors, see Section 3.1.6 Verify Accounting and Correct Accounting Errors on Unposted Requisition (if necessary, consult with accounting staff within your department).

- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

Once the requisition Action Indicator field is ‘P’ and the Status field is POST, you are ready to create an Invitation to Bid (see Section 3.3 Invitation to Bid Processing), or a Purchase Order (see Section 3.5 Purchase Order Processing). Depending on the type of change made, this may change the pre-encumbrance in R★STARS.

3.1.10 Cancel a Posted Requisition

A requisition CANNOT be cancelled if there are outstanding documents associated with it. If you try to cancel a document that cannot be cancelled, the message line at the bottom of the Document Cancellation screen (PCHL8500) will advise you.

To cancel a posted requisition you (or someone with the proper security) must create and post a Document Cancellation (PCHL8500), see Section 7.2 Document Cancellation.

After the Document Cancellation has a POST Status, the Status field on the Requisition Header Entry screen will be CNCL.

3.1.11 Copy a Requisition

To copy a requisition, access the Requisition Header Entry screen (PCHL2100). Enter the Requisition ID of the requisition that you want to copy. Press <ENTER> to retrieve the document.

NOTE: If you must change the Department or the Req/Jt indicator, it must be done before copying the requisition, because you cannot change this data once the document number has been generated. To change these fields, <TAB> to the appropriate field and type the new data over the existing data. Continue as follows:

<TAB> to the Due Date field, and enter the new date you want the commodity/service delivered. Press <F4> to copy the requisition. The system copies the original requisition, assigns the appropriate Requisition ID to the copied requisition, and changes the Action Indicator to ‘N,’ allowing you to modify any part of the requisition.

- If any data needs to be changed, you can change it before posting (see Section 3.1.7 Change an Unposted Requisition)

- If all data will remain the same, you can post the copied requisition. See below:

Post the requisition by entering a ‘P’ in the Action Indicator field and pressing <F10> Save.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a ‘P’ and the requisition is ready to go to bid (see Section 3.3 Invitation to Bid Processing) or be placed on a purchase order (see Section 3.5 Purchase Order Processing). When the requisition is a blanket purchase order release, the system will automatically transfer to the Purchase Order/Contract Writing screen (PCHL2340), and generate the Purchase Order ID (see Section 3.5 Purchase Order Processing).

- If you do not have authority to post this document, and there are no posting errors the Action Indicator will change to an ‘A.’ The requisition has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors, the Action Indicator will change to ‘E’ and the message line will read, EDIT ERRORS IN R★STARS, CANNOT POST. You must correct the accounting errors and post the requisition again. To correct the accounting errors, see Section 3.1.5 Verify Accounting and Correct Accounting Errors on Unposted Requisition (if necessary, consult with accounting staff within your department).

Once the requisition Action Indicator field is ‘P’ and the Status field is POST, you are ready to create an Invitation to Bid (see Section 3.3 Invitation to Bid Processing), or a Purchase Order (see Section 3.5 Purchase Order Processing). When the approved document is a blanket purchase order release, the system generates the purchase order ID, but it does not transfer to the Purchase Order/Contract Writing screen (PCHL2340).

To print the document, enter the number of copies you want printed in the Copies field of the Requisition Header Entry screen (PCHL2100), and press <F12> Print. The copies will be printed at the printer assigned to your PC/terminal, and the Print indicator will change to ‘Y’ to indicate the document has been printed.

3.2 JOB TICKET PROCESSING

When creating job tickets, the following ADPICS Data Entry Guide chapters will be referenced:

Chapter	
2	ADPICS Basics
7	Change Order Processing
9	General Transaction Features
Appendix A	ADPICS Tables

A job ticket is a request to purchase goods from one of the State's warehouses. Job tickets establish an encumbrance in R★STARS (done manually at this time). Job tickets are processed in ADPICS, using the requisition data entry screens.

3.2.1 Job Ticket Header Entry

Access the Requisition Header Entry screen (PCHL2100), which is accessed through the <F2> selection from the Main Menu (PCHL0000). Then press <F1> from the Procurement Transactions Menu (PCHL2000).

Data Entry Instructions:

Req ID	Leave blank, Job Ticket ID will be system generated when the job ticket is saved
Doc Type	Enter JT (job ticket)
Due Date	Enter the date you want to receive the order
Intf Type	Enter JT (job ticket) (Financial code does not automatically generate an encumbrance at this time.)
Action Ind	Defaults to 'N' (not posted)
Req/Jt	Change to 'J' for job tickets. Req/Jt indicator cannot be changed once the Req ID has been generated.
Eff Date	Will default to the current date. Enter a different effective date if you want the transaction to post to the financial tables in R★STARS on a different day/month/year. (Job tickets do not post to R★STARS at this time.)
Whse	Warehouse ID from which goods are being ordered
Department	Defaults to user's department number and name based on User Security. Can only be changed before the Req ID has been generated.
Change No	Will be blank for new job tickets. If change order has been done, will default to the last change order associated with the job ticket.
Contact	When saved, will default to the contact name associated with the user's department. Can be changed by overtyping a new contact name once saved.

Status	Will default to not posted (NOPT) for new job tickets. If using inquiry, will default to current status.
Telephone	When saved, defaults to the contact person's telephone number. Can be changed by overtyping.
Ext	When saved, will default to the contact person's telephone extension, if they have one. Can be changed by overtyping.
Note Pad	Defaults to 'N' because there are no notes attached to a new job ticket. Will change to 'Y' if you add a note in the note pad, see Section 2.3 Note Pad.
Address	Defaults to the address (including city, state, zip code, and country) defined for the user's department, based on the Department Table (PCHL5970). You can change this address if you enter an Other Address code (based on Other Address Table PCHL5250) in the space to the left of the listed address, directly below the telephone area code. Press <F2> Select for Table Lookup.
Create	When saved, will default to the date the job ticket is created
Update	When saved, will default to the date the job ticket is updated
Post	When posted, will default to the date the job ticket is posted
CS-138 ID	Leave blank, job tickets are orders from inventory
Service Date	Will default to the current date. The service date must be on, or before, the final post date (close out date) of the grant or project. Enter a valid service date if the document's accounting includes (or infers) a grant or project that is controlled based on the service date, and the defaulted service date is incorrect.
Req Title	Enter a short (40 character) title for the job ticket (optional)
Recommended Vendor	Leave blank, job tickets are orders from inventory
Blanket PO ID/Sched	Leave blank, job tickets are orders from inventory
Union Notification Flag	Defaults to 'N', do not change for job tickets

Dept/Buyer	Leave blank, job tickets are orders from inventory
Split Capability	Defaults to 'Y,' do not change for job tickets
Distribution Method	Defaults to 'S' (single). Change to 'P' (percentage) or 'M' (multiple) if the accounting distribution is based on percentages or has multiple distributions.
Accounting Block	Enter the appropriate accounting classification code(s) that will pay for the goods requested (see Section 9.8 Account Distribution Block)

For 'S' distribution	Enter one line of accounting
For 'P' distribution	Enter two or three lines of accounting, and enter the appropriate percentage for each line (total percentage must equal 100%)
For 'M' distribution	Leave blank, accounting will be entered on the accounting detail entry screen. Or enter up to three lines of accounting that will default to all commodity lines – dollar amounts will be entered later.

After entering the above data, press <F10> to save the job ticket header information.

The system will automatically access the appropriate Requisition Detail Entry screen:

- For 'S' or 'P' distribution methods, see Section 3.2.2 Job Ticket Detail Entry – Single/Percentage Accounting Distribution

- For 'M' distribution, see Section 3.2.3 Job Ticket Detail Entry – Multiple Accounting Distribution

3.2.2 Job Ticket Detail Entry – Single/Percentage Accounting Distribution

When the accounting distribution method is 'S' or 'P' the system will automatically access the Requisition Detail Entry screen (PCHL2110). The Job Ticket ID will be system generated. The Line No will be 001 in preparation for entering the first commodity line item. The Dept/Buyer field will be retrieved from the header (if entered), and the cursor will be in the Commodity field.

Enter the Commodity ID or press <F2> Select to access the Commodity Table Inquiry screen (PCHL1100). Select the appropriate commodity. Press <F6> to return the selected Commodity ID, Purchase Unit of Measure, and Unit Cost to the Requisition Detail Entry screen (PCHL2100). See Section 9.1 Commodity Selection, for detailed instructions.

Enter the Quantity of the commodity you want to purchase.

NOTE: Be sure you are ordering the correct quantity. If you want 12 and the unit of measure is EA (each), enter 12. If the unit of measure is DZ (dozen), enter 1. If the unit of measure is LT (lot) and there are 4 in a lot, enter 3. You may need to view the Commodity Table Maintenance screen (PCHL5100) to determine the quantity in a specific unit of measure.

<TAB> past the State Tax and Local Tax fields because they are not used in Michigan.

Enter the correct Purchase Unit of Measure and/or Unit cost, if they were not retrieved or are incorrect. Or if the Purchase Unit of Measure and/or Unit Cost retrieved are correct, <TAB> past these fields.

Copy any standard specifications (not required) by using the block function (see Section 9.6 Specifications and Terms Block Function, for detailed instructions). Type the necessary free form specification text (not required) you want to add for this commodity in the Specification Info field (see Section 9.7 Text Block Function, for detailed instructions).

NOTE: The Spec ID of any standard specifications cross-referenced with this commodity will be listed in the Spec ID field at the bottom of the screen. The complete specification will be printed on the job ticket document.

When all data has been entered, press <F10> to save the first commodity. The system will clear the screen, the line number will change to 002, and you are ready to enter the next commodity.

> **Entering another commodity** – If you are entering more commodities, repeat the Requisition Detail Entry steps as presented above. After saving each entry, the line number will increase by 1.

Not entering additional commodities – If you have completed the commodity entry, press <CLEAR> to return to the Requisition Header Entry screen (PCHL2100).

Before posting the job ticket, do the following:

- Attach any necessary shipping and billing addresses to the job ticket, see Section 3.2.4 Attaching Shipping/Billing Address to a Job Ticket
- Attach any necessary terms to the document, see Section 9.5 Terms Selection and/or 9.6 Specifications and Terms Block Function
- Verify the line item data entry, see Section 3.2.6 Verify and Correct Commodity Line on Unposted Job Ticket
- Verify the accounting, see Section 3.2.5 Verify Accounting and Correct Accounting Errors on Unposted Job Ticket
- Add any necessary notes in the note pad, see Section 2.3 Note Pad

After attaching shipping and billing addresses and/or terms, verifying the commodity and accounting detail, and adding any necessary notes, you must **post** the job ticket.

Post the job ticket by entering a ‘P’ in the Action Indicator field and pressing <F10> Save.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a ‘P.’

- If you do not have authority to post this document and there are no posting errors, the Action Indicator will change to an ‘A.’ The job ticket has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors, the Action Indicator will change to ‘E’ and the message line will read, EDIT ERRORS IN R★STARS, CANNOT POST. You must correct the accounting errors and post the job ticket again. To correct the accounting errors, see Section 3.2.5 Verify Accounting and Correct Accounting Errors on Unposted Job Ticket. If necessary, consult with accounting staff within your department.

- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

Once the job ticket Action Indicator field is ‘P’ and the Status field is POST, the commodities have been ordered.

3.2.3 Job Ticket Detail Entry – Multiple Accounting Distribution

When the accounting distribution method is 'M' the system will automatically access the Requisition Accounting Detail screen (PCHL2109). The Job Ticket ID will be system generated. The Line No will be 001 in preparation for entering the first commodity line item. The Dept/Buyer field will be retrieved from the header (if entered), and the cursor will be in the Commodity field. Any accounting lines entered on the header will default to every commodity line.

Commodity Entry

Enter the Commodity ID or press <F2> Select to access the Commodity Table Inquiry screen (PCHL1100). Select the appropriate commodity. Press <F6> to return the selected Commodity ID, Purchase Unit of Measure, and Unit Cost to the Requisition Detail Entry screen (See Section 9.1 Commodity Selection, for detailed instructions).

Enter the Quantity of the commodity you want to order.

NOTE: Be sure you are ordering the correct quantity. If you want 12 and the unit of measure is EA (each), enter 12. If the unit of measure is DZ (dozen), enter 1. If the unit of measure is LT (lot) and there are 4 in a lot, enter 3. You may need to view the Commodity Table Maintenance screen (PCHL5100) to determine the quantity in a specific unit of measure.

<TAB> past the State Tax and Local Tax fields because they are not used in Michigan.

Enter the correct Purchase Unit of Measure and/or Unit cost, if they were not retrieved or are incorrect. Or if the Purchase Unit of Measure and/or Unit Cost retrieved are correct, <TAB> past these fields.

Press <F10> to save the commodity entry. The Estimated Total Cost will be calculated, and the message line will state that you must enter accounting information.

NOTE: Saving the entry now will let you know what the total cost is for this commodity. You will then be able to distribute the correct total cost among the accounting lines. The total accounting Amount and the Estimated Total Cost must be equal.

Accounting Entry - One to Six Accounting Lines

Enter up to six accounting lines to be used for the payment of this commodity only (see Section 9.8 Account Distribution Block for data field information). Enter the dollar amount to be associated with each accounting line (and enter dollar amounts for any accounting lines defaulted from header).

Press <F10> to save the accounting information. If the Total Accounting Amount and the Estimated Total Cost are not equal (you will receive an error message). You must correct the figures in the Amount field and save again.

When the Total Accounting Amount and the Estimated Total Cost are equal, the system will transfer to the Requisition Detail Entry screen (PCHL2110).

Go to Commodity Specification Entry later in this section.

Entry of More Than Six Accounting Lines

Enter up to the first six accounting lines to be used for the payment of this commodity only (see Section 9.8 Account Distribution Block, for data field information). Enter the dollar amount to be associated with each accounting line.

Press <F10> to save the accounting information.

Press <F4> Acct to access an additional Requisition Accounting Detail screen (PCHL2111). Notice that the entered accounting line(s) transferred to this screen.

Enter the remaining accounting lines and dollar amounts for the first commodity.

Press <F10> to save the entry.

NOTE: Six accounting lines can be entered on the Requisition Accounting Detail screen (PCHL2109). Up to 14 lines can be entered on each page of the Accounting Detail screen (PCHL2111). A total of 33 accounting lines can be entered for one commodity line number. If you need to enter more than 14 lines, press <F10> to save this page. Press <F8> to access the next page and continue. Remember that the total dollar amount of all accounting lines must equal the Estimated Total Amount for the commodity.

When all of the accounting lines are entered and saved, press <CLEAR> to return to the Requisition Accounting Detail Entry screen (PCHL2109). Notice the More Accounting field now contains a ‘Y’ because you entered more than six accounting lines for this commodity. The Current Detail Accounting Amount field contains the total dollar amount of all accounting lines. Press <F12> Ln Specs to access the Requisition Detail Entry screen (PCHL2110).
Go to the Commodity Specification Entry section later in this section.

Commodity Specification Entry

You have now transferred to the Requisition Detail Entry screen (PCHL2110).

Notice that the commodity information has been brought forward. You are ready to enter specification information for this commodity. Copy any standard specifications (not required) by using the Block function (see Section 9.6 Specifications and Terms Block Function for complete instructions). Type the necessary free form specification text (not required) you want to add for this commodity in the Specification Info field (see Section 9.7 Text Block Function, for complete instructions).

NOTE: The Spec ID of any standard specifications cross-referenced with this commodity will be listed in the Spec ID field at the bottom of the screen. The complete specification will be printed on the job ticket document, but will not be shown on the screen. You can attach additional standard specifications to the commodity by entering the Specification ID in the Spec ID field (or use <F2> Select to locate and retrieve a Spec ID from the Table Lookup).

When all data has been entered, press <F10> to save the detail entry for the first commodity.

The system will transfer to the Requisition Accounting Detail screen (PCHL2109), the Line number will increment to the next sequential number, and you are ready to enter the next commodity.

> **Entering another commodity** – If you are entering more commodities, repeat the Requisition Accounting and Detail Entry steps presented previously in this section. After saving each entry, the Line number will increase by 1.
>
> **Not entering additional commodities** – If you have completed and saved the last commodity entry, press <CLEAR> to return to the Requisition Header Entry screen (PCHL2100).

Before posting the job ticket, do the following:

- Attach any necessary shipping and billing addresses to the job ticket, see Section 3.2.4 Attaching Shipping/Billing Address to a job ticket
- Attach any necessary terms to the document, see Section 9.5 Terms Selection and/or 9.6 Specifications and Terms Block Function
- Verify the line item data entry, see Section 3.2.6 Verify and Correct Commodity Line on Unposted Job Ticket
- Verify the accounting, see Section 3.2.5 Verify Accounting and Correct Accounting Errors on Unposted Job Ticket
- Add any necessary notes in the note pad, see Section 2.3 Note Pad
- After attaching shipping and billing addresses and/or terms, verifying the commodity and accounting detail, and adding any necessary notes, you must **post** the job ticket.

Post the job ticket by entering a ‘P’ in the Action Indicator field and pressing <F10> Save.

- If you have the authority to post this document and there are no posting errors, the Action Indicator will remain a ‘P.’

- If you do not have authority to post this document and there are no posting errors, the Action Indicator will change to an ‘A.’ The job ticket has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors, the Action Indicator will change to ‘E’ and the message line will read, EDIT ERRORS IN R★STARS, CANNOT POST. You must correct the accounting errors and post the job ticket again. To correct the accounting errors, see Section 3.2.5 Verify Accounting and Correct Accounting Errors on Unposted Job Ticket. If necessary, consult with accounting staff within your department.

- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

Once the job ticket Action Indicator field is ‘P’ and the Status field is POST, the commodities have been ordered.

3.2.4 Attaching Shipping/Billing Address to a Job Ticket

Shipping and billing addresses can be attached to a job ticket during the initial header data entry or during the completion of the job ticket.

While on the Requisition Header Entry screen (PCHL2100), press <F7> Address to access the Requisition Address Table Maintenance screen (PCHL2121). Notice that the Job Ticket ID and Line Number 000 are retrieved and that data is entered using two data entry lines. The date will be entered directly below the quantity.

Locating the Appropriate Shipping/Billing Address Code

When you don’t know the Address code for a shipping and/or billing address, you can locate the appropriate code in two different ways.

Table Lookup Method – While on the Requisition Address Table Maintenance screen (PCHL2121), place the cursor in the Addr field where you need to enter an address. Press <F2> Select to access the associated Table Lookup . Notice that the table is listed in Address code order and the Title field is the City portion of the address. Most address codes start with the FACS agency.

Select the appropriate Address Code. Press <F2> Select to return the address to the Requisition Address Table Maintenance screen (PCHL2121).

Address Table Maintenance Method – When you do not know the Address Code for shipping or billing and the Table Lookup list does not help you, you can search for the correct address from the Requisition Address Table Maintenance screen (PCHL2121).

Place the cursor in the Select column to the left of the first blank line. Enter an ‘S’ and press <F2> Select to access the Other Address Table Maintenance screen (PCHL5250). Press <F5> to scroll through the addresses until you locate the correct address.

Write down, or remember, the Address Code. Press <CLEAR> to return to the Requisition Address Table Maintenance screen (PCHL2121).

<TAB> to the Addr field and enter the Address Code.

Commodities can be billed and shipped to the same address. They can be billed and shipped to different addresses. They can be billed to one address and shipped to multiple addresses, or shipped to one address and billed to multiple addresses.

To attach shipping and billing addresses to the job ticket, see the appropriate section below.

Ship and Bill All Commodities to the Same Address

If you want all of the commodities to be shipped and billed to the same address, leave Line No field at '000.' <TAB> to the S/B (shipping/billing) field.

Enter a 'B' (Bill to), then <TAB> past the Qty (quantity) field because all of the commodities are being billed to the same address. Enter the appropriate Address code for the billing address in the Addr field (see Locating the Appropriate S/B Address Code earlier in this section).

<TAB> to the Date field directly below the space for the quantity. Enter the date the warehouse should bill for the goods. <TAB> to the next S/B field.

Enter an 'S' (ship to), then <TAB> past the Qty (quantity) field because all of the commodities are being shipped to the same address.

Enter the appropriate Address code for the shipping address in the Addr field (see Locating the Appropriate S/B Address Code). <TAB> to the Date field directly below the space for the quantity, and enter the date the warehouse should ship the goods.

Press <F10> to save the shipping and billing data. The addresses associated with the entered Address codes are system retrieved.

<CLEAR> to the Requisition Header Entry screen (PCHL2100).

Continue with the document data entry.

NOTE: You can enter the shipping and billing addresses in any order and even after the job ticket has posted.

Ship and Bill Commodities to Different Addresses

If you want some commodities to be shipped and/or billed to a different address than other commodities, you must enter each line item shipping and billing address(s) separately.

You can enter one or more shipping address for each line item and one or more billing address for each line item. The quantity shipped and the quantity billed for each line item must be equal to the quantity requested for each line item. Up to six shipping/billing addresses can be entered on one page for one line item. To enter more addresses, press <F10> to save the first page, then press <F8> to access a new page.

Enter ‘001’ in the Line No field, and enter a ‘B’ in the first S/B field. Enter the quantity of the Line 001 commodity you want billed to the first address.

Enter the appropriate address code (see Locating the Appropriate S/B Address Code) in the Addr field. Enter the date the warehouse should bill for the quantity of the commodity entered on this line.

<TAB> to the next S/B field and enter the next billing address, corresponding quantity, appropriate billing address code, and billing date for this billing address.

Repeat for each billing address. The total billed quantity must equal the total line quantity.

Enter an ‘S’ in the next S/B field, and enter the quantity of the Line 001 commodity you want shipped to this address. Enter the appropriate address code (see Locating the Appropriate S/B Address Code) in the Addr field.

Enter the date the warehouse should ship the quantity of the commodity entered on this line. <TAB> to the next S/B field and enter the next shipping address, corresponding quantity, appropriate shipping address code, and shipping date for the shipping address.

Repeat for each shipping address. The total shipped quantity must equal the total line quantity.

Press <F10> to save the entry.

Enter ‘002’ in the Line No field and repeat the above procedures for the next commodity. Repeat for each line item entered on the job ticket, incrementing the line number by one for each commodity.

Bill to One Address and Ship to Multiple Addresses

If you want all of the commodities to be billed to one address but shipped to multiple addresses, you can enter the billing address one time, and enter the appropriate shipping addresses for each commodity line.

Since you want all of the commodities to be billed to the same address, leave Line No field at ‘000.’ <TAB> to the S/B (shipping/billing) field.

Enter a ‘B’ (Bill to), then <TAB> past the Qty (quantity) field because all of the commodities are being billed to the same address. Enter the appropriate Address code for the billing address in the Addr field (to locate an Address code, see Locating the Appropriate S/B Address Code, earlier this section).

<TAB> to the Date field directly below the space for the quantity. Enter the date the warehouse should bill for the goods. Press <F10> to save the billing address.

Change the Line No field to' 001.' Enter an 'S' in the first S/B field. Enter the quantity of the Line 001 commodity you want shipped to this address in the Qty (quantity) field.

Enter the appropriate address code (see Locating the Appropriate S/B Address Code) in the Addr field and the date the vendor should ship the quantity of the commodity entered on this line.

<TAB> to the next S/B field and enter the next shipping address, corresponding quantity, appropriate shipping address code, and shipping date for this shipping address.

Repeat for each shipping address. The total shipped quantity must equal the total line quantity.

Press <F10> to save the entry. Enter '002' in the Line No field and repeat the above procedures for entering the shipping address for the next commodity.

Repeat the shipping address entry for each additional line item entered on the job ticket.

NOTE: To ship to one address but bill to multiple addresses, enter the shipping address (S) on Line No '000' and the different billing addresses (B) on the appropriate lines, in the same manner as directed above.

3.2.5 Verify Accounting and Correct Accounting Errors on Unposted Job Ticket

View Accounting

You can verify the accounting data by pressing <F11> View Acct from the Requisition Header Entry screen (PCHL2100), the Requisition Detail Entry screen (PCHL2110), or the Requisition Accounting Detail Entry screen (PCHL2109).

Before posting the job ticket, press <F11> View Acct from one of the above screens to access the Requisition Accounting Information Summary screen (PCHL2125). The system retrieves the accounting summary record associated with the Job Ticket ID.

This screen displays all of the accounting lines attached to the job ticket. When the Distribution Method is ‘M’ (Multiple), each accounting suffix (SX) line displays the total dollar amount allocated to that suffix from all commodities that include the accounting suffix line.

When an accounting error has occurred during the creation of a job ticket, the system displays an ‘E’ (error) in the S (selection) field of this screen.

You can view the errors and then make the necessary corrections on the job ticket before posting it. You cannot view the Error Message screen (PCHL2130) if no errors exist.

No accounting errors – If the document contains no accounting errors, press <CLEAR> to return to the appropriate job ticket screen. Continue with any additional document verification, then post the job ticket.

Job ticket contains accounting errors – If the document contains one or more errors, view the first accounting error by typing an ‘S’ over the first ‘E’ in the Selection field. Press <F2> Select to transfer to the Split Transaction Information Summary screen (PCHL2133) for split transactions or to the Error Message screen (PCHL2130) for single transactions.

Split transactions – View the split transactions for the selected accounting line. The split transaction(s) with an accounting error is indicated with an ‘E’ in the Selection column. View the first accounting error by typing an ‘S’ over the first ‘E’ in the Selection field. Press <F2> Select to transfer to the Error Message screen (PCHL2130). See Single transactions below.

Single transactions – Read the Error Code and Message. The screen displays error messages generated by R★STARS when it attempts to pre-encumber funds for the requested item(s).

All of the messages listed for one suffix (accounting line) pertain to that suffix only, and are usually successive. For example, if the messages “Invalid Obj/Gl Combo” and “Obj Not Included 28B” are listed, it would mean there is an invalid Object Code (COBJ) / General Ledger (GL) combination, and the Object Code does not exist in R★STARS profile 28B. In other words, you may have entered the wrong COBJ (it could be a simple typing error, or it could be a valid COBJ, but not valid in combination with the rest of the accounting line).

NOTE: If you don’t know what an error means, you may need to access the appropriate R★STARS profile to determine the correction (see Section 12 Interfaces to R★STARS). If you still can’t locate the error, see your accountant.

Once you have determined the type of error, you should <CLEAR> to the Requisition Accounting Information Summary screen (PCHL2125). Look at the Suffix (SX) line(s) containing the error(s) to verify the correction(s) should be made.

Repeat the above procedures for each additional line containing an error. <CLEAR> to the Requisition Header Entry screen (PCHL2100) and correct the error(s). If more than one page of accounting suffix lines exist, press <F8> to view the next page. See Correct Accounting Errors, below.

Correct Accounting Errors

After determining the accounting errors, follow the appropriate section below to correct the errors:

NOTE: If you are changing accounting at Year End, do not overtype existing accounting. Instead, delete the line and add new accounting using correct interface type. See Section 14.2.2 Year End Closing.

If the Distribution Method is ‘S’ or ‘P’ – All of the accounting suffix lines are on the header. <TAB> to the suffix line that is in error and enter (overtype) the correct data. Press <F10> to save the correction(s). Press <F10> again to verify the corrections.

The system will transfer to the Requisition Detail Entry screen (PCHL2110). Press <CLEAR> to return to the Requisition Header Entry screen (PCHL2100).

Complete the verification and post the job ticket.

If the Distribution Method is 'M' – Correct any accounting lines entered on the header by entering (overtyping) the correct data. Corrections on the header will apply to any commodity lines added after the change, but WILL NOT change the accounting for the existing commodities. The original default accounting lines must be corrected for each commodity.

All of the accounting suffix lines are listed on the Requisition Accounting Detail Entry screen (PCHL2109). Press <F6> View Doc to view the first line item on the document. Locate the first Suffix line that is in error. If the More Accounting field contains a 'Y,' you may need to press <F4> Acct to locate the Suffix (SX) line that is in error.

If the first commodity line item does not include the Suffix (SX) line you are correcting, press <F5> to access the next line item. Press <F4> Acct to view additional accounting Suffix lines, if necessary. More than one commodity line may contain the same accounting Suffix line, but correcting it on one commodity line WILL NOT correct it on other commodity lines. You must correct the error in all places where it occurs.

Once the error is located, correct the data by pressing <TAB> to the correct data field(s). Type over the incorrect data, also verifying and correcting dollar amounts. Press <F10> to save the corrected accounting Suffix (SX) line.

NOTE: If the corrected Suffix line exists on other commodity lines, the Suffix number on the corrected line will change to the next sequential number based on the total number of Suffix lines on the job ticket. If a Suffix line is in error and is attached to more than one commodity line, it must be corrected on all commodity lines.

Make all of the corrections on one screen and be sure to save the changes before proceeding to the next screen.

View all commodity lines. View and correct each accounting page within a commodity line to be sure you have not overlooked any errors.

Continue as above until all errors are corrected. Press <CLEAR> to the Requisition Header Entry screen (PCHL2100). Press <F11> View Acct to view the Requisition Accounting Information screen (PCHL2125) again to be sure you located all of the errors. If errors still exist, repeat as directed above.

Continue with the document verification, and post the job ticket.

Add an Accounting Line

The addition of accounting Suffix lines depends on the existing distribution method entered on the job ticket. For some changes, it will be necessary to change the existing distribution method.

When the Accounting Distribution is 'S' – In order to add an accounting suffix line, you must change the distribution method indicator to 'P' or 'M' depending on the new method of distribution. <TAB> to the Distribution Method field and enter the appropriate indicator. See Section 3.2.2 Job Ticket Detail Entry – Single/Percentage Accounting Distribution, or 3.2.3 Requisition Detail Entry - Multiple Accounting Distribution for the appropriate accounting entry directions.

When the Accounting Distribution is 'P' – If there are two accounting suffix lines, you can add a third line. <TAB> to the third accounting line directly below Suffix line 02 on the Requisition Header Entry screen (PCHL2100). Enter the new accounting suffix line. <TAB> to the Percent field of each accounting line and redistribute the percentages so the three lines total 100%.

If there are three accounting suffix lines, you can redistribute the percentages, but you cannot add an additional accounting line unless you change the Distribution Method to Multiple.

If you want to use the existing accounting lines on all commodities on the job ticket, you can leave them. The percentage field will be cleared when you save the changed distribution method. Change the Distribution Method indicator to 'M.' Press <F10> to save the change. The system will transfer to the Requisition Accounting Detail Entry screen (PCHL2109). The document is now a Multiple distribution job ticket. See When the Accounting Distribution is 'M' later in this section.

If you do not want to use the existing accounting lines on all commodity lines, you must delete them (see Delete an Accounting Line). See Section 3.2.3 Job Ticket Detail Entry - Multiple Accounting Distribution for directions. You must enter all new accounting information.

When the Accounting Distribution is 'M' – From the Requisition Header Entry screen (PCHL2100), press <F6> View Doc to view the Requisition Commodity Summary screen (PCHL2120). Determine which commodity line needs the new accounting information. Select the appropriate commodity and press <F2> Select to access the Requisition Accounting Detail screen (PCHL2109).

Enter the new account code in the first blank accounting line. If necessary, press <F4> Add Line to access the additional Requisition Accounting Detail screen (PCHL2111) and enter the new accounting.

Enter the correct dollar amount for the new accounting line. Redistribute the existing dollar amounts so the total Accounting Amount (total dollar mount of all accounting lines) equals the Total Cost (total dollar amount of commodity).

Press <F10> to save the addition. Press <F10> again to confirm the addition.

Delete an Accounting Line

Any accounting line can be deleted on an unposted document. There are restrictions based on the accounting distribution method.

NOTE: If you are changing accounting at Year End, do not overtype existing accounting. Instead, delete the line and add new accounting using correct interface type. See Section 14.2.2 Year End Closing.

Single Distribution Method – Do not delete the existing accounting line. Change the incorrect data by overtyping the entire line. Press <F10> to save the changes, then press <F10> to confirm the changes. The system will transfer to the Requisition Detail Entry screen (PCHL2110). Press <CLEAR> to return to the Requisition Header Entry screen (PCHL2100). Continue with the document verification, and post the document.

Percentage Distribution Method – If you have three accounting lines, you can delete one of them. If you have only two lines and must delete one, you must also change the distribution method to ‘S’ (Single) and follow the directions for the Single Distribution Method.

Place the cursor in any accounting data field (i.e., Index, PCA, COBJ) of the Suffix (SX) line you want to delete. Press <F3> to delete the accounting Suffix line, then press <F3> to confirm the deletion. Re-allocate the percentages between the remaining two accounting Suffix lines (must equal 100%). Press <F10> to save the re-allocation, and press <F10> again to confirm the changes. The system will transfer to the Requisition Detail Entry screen (PCHL2110). Press <CLEAR> to return to the Requisition Header Entry screen (PCHL2100). Continue with the document verification, and post the job ticket.

Multiple Distribution Method – You can delete any number of accounting Suffix lines, but you must also change the accounting dollar amounts so that the Estimated Total Amount and the Total Accounting Amount are equal. If you delete an accounting line you entered on the Header (a default accounting Suffix line), deleting it on the header WILL NOT delete it on any of the existing commodity lines. New commodity lines would not contain the deleted accounting Suffix line. You must delete the default accounting Suffix line on every commodity detail line that should not have that accounting.

From the Requisition Header Entry screen (PCHL2100) ‘Link to’ the Requisition Accounting Detail screen (PCHL2109). Locate the appropriate commodity line item and accounting Suffix line. If the accounting Suffix line to be deleted is attached to a different commodity line, press <F5> Next until you locate the appropriate commodity line. If the accounting Suffix line to be deleted is on the additional Requisition Accounting Detail screen (PCHL2111), press <F4> Acct to transfer and view the additional accounting Suffix lines.

Place the cursor in any accounting data field (i.e., Index, PCA, COBJ) of the Suffix (SX) line you want to delete. Press <F3> to delete the accounting Suffix line, then press <F3> to confirm the deletion. Re-allocate the dollar Amount to the appropriate remaining accounting Suffix line(s) or add a new line. See Add an Accounting Line earlier in this section.

Press <F10> to save the re-allocation, and press <F10> again to save the changed document. Depending on which screen was used to delete the accounting Suffix line, the system may transfer to another screen. Press <CLEAR> until you return to the Requisition Header Entry screen (PCHL2100).

Continue with the verification of the document, and post the job ticket.

3.2.6 Verify and Correct Commodity Line on Unposted Job Ticket

Change Commodity Detail

From the Requisition Header Entry screen (PCHL2100), do one of the following to locate the commodity line that needs to be changed:

- ‘Link to’ the Requisition Detail Entry screen (PCHL2110). Press <F5> Next until you locate the appropriate commodity.
- Press <F6> View Doc to transfer to the Requisition Commodity Summary screen (PCHL2120). Enter an ‘S’ in the Selection column of the commodity to be changed using <F8> Next Pg if necessary. Press <F2> Select to access the Requisition Detail Entry screen (PCHL2110) for the selected commodity.

Enter the correct data in the same manner you entered the original data, being sure to clear any existing data from the field you are changing.

Press <F10> to save the changes. Press <F10> again to confirm the changes.

Add a Commodity

From the Requisition Header Entry screen (PCHL2100), press <F6> View Doc. The system transfers to the Requisition Commodity Summary screen (PCHL2120). Review the summary to be sure it is necessary to add a commodity.

Press <F4> Add Line to add a new commodity line. The system transfers to the Requisition Detail Entry screen (PCHL2110) if the job ticket distribution method is ‘S’ or ‘P’, or to the Requisition Accounting Detail (PCHL2109) if the distribution method is ‘M.’ The line number field will remain blank until you save the new commodity. The system will then generate the next sequential line number.

Adding the new commodity is the same as the initial entry of a commodity. See Section 3.2.2 Job Ticket Detail Entry – Single/Percentage Accounting Distribution, for single and percentage distribution method job tickets, or Section 3.2.3 Job Ticket Detail Entry – Multiple Accounting Distribution, for multiple distribution method job tickets.

Delete a Commodity

From the Requisition Header Entry screen (PCHL2100), press <F6> View Doc. The system will transfer to the Requisition Commodity Summary screen (PCHL2120).

Select the commodity line you want to delete by typing an ‘S’ in the Select field. Press <F2> Select to access either the Requisition Detail Entry screen (PCHL2110) or the Requisition Accounting Detail screen (PCHL2109), depending on the distribution method of the job ticket.

After transferring to the appropriate screen, press <F3> to delete the commodity line. Press <F3> again to confirm the deletion.

3.2.7 Change an Unposted Job Ticket

Restrictions

You CANNOT change the Department or the Req/Jt indicator on a job ticket after the Job Ticket ID has been generated. If this data must be changed, you must delete the job ticket (see Section 3.2.8 Delete an Unposted Job Ticket), and create a new job ticket. Any other data can be changed if you can <TAB> to the data field.

<TAB> to the appropriate data field and type the new data over the old data. When entering new data, be sure you clear the end of the data field. Press <F10> to save the changes, and read the message line. Press <F10> again, if directed. You can only change and save one screen at a time.

If you change the distribution method, you must also change the accounting information. Be sure to read and follow any messages generated by the system. See Section 3.2.5 Verify Accounting and Correct Accounting Errors on Unposted Job Ticket.

Changing the Job Ticket

Access the Requisition Header Entry screen (PCHL2100), change the necessary data and save the changes.

- When changing header information, see Section 3.2.1 Job Ticket Header Entry
- When changing accounting information, see Section 3.2.5 Verify Accounting and Correct Accounting Errors on Unposted Job Ticket
- When changing commodity detail, see Section 3.2.6 Verify and Correct Commodity Line on Unposted Job Ticket

3.2.8 Delete an Unposted Job Ticket

To delete an unposted job ticket, access the Requisition Header Entry screen (PCHL2100), which is accessed through the <F2> selection from the Main Menu (PCHL0000). Then press <F1> from the Procurement Transactions Menu (PCHL2000).

Enter the Job Ticket ID and press <ENTER> to retrieve the job ticket you want to delete.

Press <F3> to delete the document. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

NOTE: When the document has been previously changed through Change Order Processing, the Document will be CR, and there will be a Change Sequence Number. When deleting the document, only the latest version of the document is deleted. The system retrieves the previous version of the document. For example, if you delete Change Sequence Number ‘003’ the system will retrieve Change Sequence Number ‘002.’

3.2.9 Change a Posted Job Ticket

Restrictions

You CANNOT change the Department and Req/Jt fields on a posted job ticket. If this data must be changed, you must cancel the job ticket (see Section 3.2.10 Cancel a Posted Job Ticket) and create a new job ticket. The Accounting Distribution Method can be changed from Single or Percentage to Multiple, but cannot be changed from Multiple or Percentage to Single.

NOTE: Remember, if you can't do something you are trying to do, the message line at the bottom of the screen will prompt you.

Changing the Job Ticket

To change a posted job ticket, you must first create and post an Advice of Change, see Section 7.1 Advice of Change. The Advice of Change should clearly outline the requested changes and the reason for the change.

After the Advice of Change has a POST Status, you can change the job ticket. Access the Requisition Header Entry screen (PCHL2100). Retrieve the Job Ticket and notice the Status field is CINP (Change in Process). Change the necessary data, and save the changes.

- When changing header information, see Section 3.2.1 Job Ticket Header Entry
- When changing accounting information, see Section 3.2.5 Verify Accounting and Correct Accounting Errors on Unposted Job Ticket
- When changing commodity detail, see Section 3.2.6 Verify and Correct Commodity Line on Unposted Job Ticket

After the changes have been made and saved, return to the Requisition Header Entry screen (PCHL2100).

Enter a 'P' in the Action Indicator field. Press <F10> to post the changed job ticket.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a 'P.'

- If you do not have authority to post this document, and there are no posting errors, the Action Indicator will change to an 'A.' The job ticket has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors, the Action Indicator will change to 'E' and the message line will read, EDIT ERRORS IN R★STARS, CANNOT POST. You must correct the accounting errors and post the job ticket again. To correct the accounting errors, see Section 3.2.5 Verify Accounting and Correct Accounting Errors on Unposted Job Ticket (if necessary, consult with accounting staff within your department).

- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

Once the job ticket Action Indicator field is ‘P’ and the Status field is POST, the changed job ticket is complete.

3.2.10 Cancel a Posted Job Ticket

A job ticket CANNOT be cancelled if there are outstanding documents associated with it. If you try to cancel a document that cannot be cancelled, the message line at the bottom of the Document Cancellation screen will advise you.

To cancel a posted job ticket you must create and post a Document Cancellation (PCHL8500). See Section 7.2 Document Cancellation.

After the Document Cancellation has a POST Status, the Status field on the Requisition Header Entry screen (PCHL2100) will be CNCL.

3.2.11 Copy a Job Ticket

To copy a job ticket, access the Requisition Header Entry screen (PCHL2100). Enter the Job Ticket ID of the job ticket you want to copy. Press <ENTER> to retrieve the document.

NOTE: If you must change the Department or the Req/Jt indicator, it must be done before copying the job ticket because you cannot change this data once the document number has been generated. To change these fields, <TAB> to the appropriate field and type the new data over the existing data.

<TAB> to the Due Date field and enter the new date you want the commodity/service delivered. Press <F4> to copy the job ticket. The system copies the original job ticket and assigns the appropriate Job Ticket ID to the copied job ticket. The Action Indicator changes to ‘N’ allowing you to modify any part of the job ticket.

- If any data needs to be changed, you can change it before posting (see Section 3.2.7 Change an Unposted Job Ticket).
- If all data will remain the same, you can post the copied job ticket.

Enter a ‘P’ in the Action Indicator field and press <F10> Save to post the copied job ticket.

- If you have the authority to post this document and there are no posting errors, the Action Indicator will remain a ‘P.’
- If you do not have authority to post this document and there are no posting errors, the Action Indicator will change to an ‘A.’ The job ticket has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).
- If there are posting errors, the Action Indicator will change to ‘E’ and the message line will read, EDIT ERRORS IN R★STARS, CANNOT POST. You must correct the accounting errors and post the job ticket again. To correct the accounting errors, see Section 3.2.5 Verify Accounting and Correct Accounting Errors on Unposted Job Ticket. If necessary, consult with accounting staff within your department.

Once the job ticket Action Indicator field is ‘P’ and the Status field is POST, the commodities have been ordered.

3.3 INVITATION TO BID PROCESSING

When creating Invitations to Bid, the following ADPICS Data Entry Guide chapters or sections will be referenced:

Chapter/Section	
2	ADPICS Basics
3.4	Bid Processing
7.2	Document Cancellation
9	General Transaction Features
Appendix A	ADPICS Tables

You can create an Invitation to Bid (ITB) by requisition or by commodity.

When creating an ITB by requisition, you can select one or more requisitions to be included. You can then delete specific line items from a requisition or requisitions, allowing the deleted line items to be placed on a different ITB, or go directly to a purchase order.

When creating an ITB by commodity, EVERY requisition line in the entire State (not just your agency), for the entered commodity, will be included on the ITB. When a requisition has more than one commodity on it, only the commodity line for the entered commodity ID is included on the ITB. The remaining commodity line(s) can be placed directly on a purchase order, or they can be included on another ITB. This will be used by DMB Office of Purchasing only. You can then delete individual requisition lines that you don't want included on the ITB.

3.3.1 Invitation To Bid Definition Data Entry

Access the Invitation to Bid Definition screen (PCHL2311), by selecting <F2> from the Main Menu (PCHL0000), <F2> from the Procurement Transactions Menu (PCHL2000), then <F1> from the Bid Processing Menu (PCHL2300).

Data Entry Instructions:

Invitation to Bid ID	Leave blank if creating a new invitation to bid. The system will generate a number. Enter the Invitation to Bid ID if inquiring on an existing document.
Doc Type	Defaults to 'IT.' If it should be different, enter the correct two-character code. Use <F2> to select from Table Lookup.
Bid Status	Will default to not posted (NOPT). If using inquiry, will default to current status.
Action Indicator	Defaults to 'N' (not posted)
Note Pad	Defaults to 'N' because there are no notes attached to a new ITB will change to 'Y' if you add a note in the note pad.
Initial Selection	Defaults to 'R' (requisition). Change to 'C' if this ITB is to be by commodity instead of by requisition.
Bond Amt	Enter the dollar amount of a bid security bond, only if a bond is required for this ITB
Blanket/Standard Ind	Defaults to 'S' (standard purchase order). Change to 'B' if this ITB will become a blanket purchase order.
Bond Pct	Enter the percentage of the security bond that must be included with the bid, only if a bond is required
Quote Due By	Enter the date that the bids are due
Time	The time of day that the bids are due (Defaults to 02:00 PM). Enter a new time if different (time must be entered in HH:MM format and must include AM or PM)

Department	Defaults to the user's department, based on user's security record. Change if necessary. Can only be changed if ITB ID has not been generated.
Bid Title	Enter a short (up to 40-character) title for the ITB
Buyer	Enter the name of the buyer assigned to this ITB. Enter 'N/A' if no buyer assigned.
Spec Contact	Enter the name of the State contact person for this procurement, if different than the Buyer
Mailing Address	Enter the complete address where the vendor should submit the bid, or enter an Address Code. See below.
Address Code (blank space under Mailing Address)	You can enter an Other Address mailing code instead of the Mailing Address and phone number. When the ITB is saved, the system will retrieve the associated address and phone number. This code must exist in the Other Address Table (PCHL5250).
Phone	Enter the Area Code and phone number of the contact person for this ITB (or enter an Address Code, see above)
Copy Bid List From	This option allows you to copy a bid list from a previous bid (see Section 3.3.4 Customize the Vendor List)
Vendors Selected	Leave blank, will default to the number of vendors selected to receive an ITB, based on the number of vendors cross-referenced with the commodities attached to the ITB
Print Vendors	Defaults to 'Y' which indicates you will print ITB for the vendors. Change to 'N' if ITB will not be printed for vendors.
Print Switch	Defaults to 'I' indicating that an ITB is to be printed for each vendor. Change to 'L' to print mailing labels for each vendor.
Quotes Awarded	Leave blank. After the bids are awarded, the number of awards given will be system retrieved.
Extra Copies	Defaults to '00' when ready to print. Enter the number of extra copies of the ITB you want to print per vendor (up to 99).

Printer ID	Defaults to the user’s printer ID, based on user’s security record
Last Plus X	This option allows you to include or exclude the last vendor who was awarded a contract for each commodity, as well as include a specific number of vendors per commodity (see Section 3.3.4 Customize the Vendor List)
All Registered	This option allows the selection of all vendors who supply any of the commodities to be placed on the vendor list (see Section 3.3.4 Customize the Vendor List)
I/E (Class/Status)	This option allows you to include or exclude vendors with specific class/status combinations (see Section 3.3.4 Customize the Vendor List)

After you have entered all of the necessary data, press <F10> to save the Invitation to Bid Definition. The system will transfer to the appropriate selection screen.

- When the Initial Selection Indicator is ‘R,’ the system will automatically transfer to the Requisition Selection screen (PCHL2313). See Section 3.3.2 ITB Detail Entry – Requisition Selection.

- When the Initial Selection Indicator is ‘C,’ the system will automatically transfer to the Commodity Selection screen (PCHL2312). See Section 3.3.3 ITB Detail Entry – Commodity Selection.

3.3.2 ITB Detail Entry – Requisition Selection

The system has transferred to the Requisition Selection screen (PCHL2313) because the Initial Selection Indicator on the Invitation to Bid Definition screen was 'R.'

The ITB ID has been generated, and you are ready to enter the necessary data. Enter the first Requisition ID you want to include on the ITB, in the Requisition field.

- If entering more than one requisition, <TAB> to the next line and enter the next Requisition ID. Repeat for each additional Requisition ID you want on this ITB. Up to 14 requisitions can be entered on one page.

- If you need additional pages, press <F10> to save the current page. Press <F8> to access the next page, and continue.

Press <F10> to save the selection(s). The system will retrieve the Department number, Department Name, document Status, and Number of Lines from the requisition(s).

Press <CLEAR> to return to the Invitation to Bid Definition screen (PCHL2311).

You must now view and select the requisition line items to be deleted from this ITB (if any). Press <F6> to transfer to the ITB Detail Selection screen (PCHL2314), where you can view the requisition lines that were placed on the ITB. Use <F8> Next Page, and/or <F7> Prior Page to access all of the requisition lines, if necessary.

- You can view requisition line detail by entering an 'S' in the Selection column to select the requisition line to be viewed. Press <F2> to access the Requisition Detail Entry screen (PCHL2110).

- You can delete a requisition line by entering an 'S' in the Selection column to select the requisition line to be deleted. Press <F3> to delete it from the list. Press <F3> again to confirm the deletion.

View any or all requisition lines, then delete any requisition lines that you do not want to include on this ITB.

After viewing and/or deleting the appropriate requisition lines, <CLEAR> to the Invitation to Bid Definition screen (PCHL2311). Notice that the Vendors Selected field now contains the number of vendors who were randomly selected to receive an ITB.

You can do any or all of the following (in any order):

- To customize the vendor list, see Section 3.3.4 Customize the Vendor List
- To establish ITB evaluation criteria, see Section 3.3.5 Establish Bid Evaluation Criteria
- To attach terms to the ITB, see Section 3.3.6 Add Terms to ITB
- To determine a bid opening date based on existing bid opening dates, see Section 3.3.7 Bid Opening Summary
- To track the document activity, see Section 3.3.8 Track Document Activity
- To add a note to the ITB, see Section 2.3 Note Pad

After you have completed any additional data entry as listed above return to the Invitation to Bid Definition screen (PCHL2311). You are now ready to post the ITB.

Enter a 'P' in the Action Indicator field. Press <F10> Save to post the Invitation To Bid.

- If you have the authority to post this document, the Action Indicator will remain a 'P' and the ITB is ready to be mailed to the vendors. If you are not mailing bids, it is ready for bid entry (see Section 3.4 Bid Processing).

- If you do not have authority to post this document, the Action Indicator will change to an 'A.' The ITB has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

Once the ITB Action Indicator field is 'P' and the Status field is POST, you are ready to mail the ITB to the vendors, or do bid entry if not mailing to vendors (see Section 3.4 Bid Processing).

3.3.3 ITB Detail Entry – Commodity Selection

The system has transferred to the Commodity Selection screen (PCHL2312), because the Initial Selection indicator on the Invitation to Bid Definition screen was 'C.'

The ITB ID has been generated, and you are ready to enter the necessary data. Enter the Commodity ID (NIGP code) in the Commodity ID field, for the first commodity you want on this ITB (commodities can only be entered if the requisition was created with the Split Capability indicator as 'Y'). Enter up to 12 additional commodities on this page.

Press <F10> to save the entry. The system retrieves the commodity name and the number of requisition lines that contain the entered Commodity ID.

Press <F8> to access a new page (if necessary) and add additional commodities. Save the page, and repeat as necessary.

After all of the commodities are entered and saved, press <CLEAR> to return to the Invitation to Bid Definition screen (PCHL2311).

You must now view and select any requisition lines you do not want placed on the ITB. Press <F6> Detl Sel. The system transfers to the ITB Detail Selection screen (PCHL2314), where you can view the requisition lines that were placed on the ITB. Use <F8> Next Pg, and/or <F7> Prior Pg to access all of the requisition lines, if necessary.

- You can view requisition line detail by entering an 'S' in the Selection column to select the requisition line to be viewed. Press <F2> to access the Requisition Detail Entry screen (PCHL2110).

- You can delete one or more requisition lines by entering an 'S' in the Selection column to select the requisition line(s) to be deleted. Press <F3> to delete them from the list. Press <F3> again to confirm the deletion. You can only delete from one page at a time (see Section 2.7 Data Entry Features, Deleting Selections From a List).

After viewing and/or deleting the appropriate requisition lines, <CLEAR> to the Invitation to Bid Definition screen (PCHL2311). Notice that the Vendors Selected field now contains the number of vendors who were randomly selected to receive an ITB.

You can do any or all of the following in any order:

- To customize the vendor list, see Section 3.3.4 Customize the Vendor List
- To establish ITB evaluation criteria, see Section 3.3.5 Establish Bid Evaluation Criteria
- To attach terms to the ITB, see Section 3.3.6 Add Terms to ITB

- To determine a bid opening date based on existing bid opening dates, see Section 3.3.7 Bid Opening Summary
- To track the document activity, see Section 3.3.8 Track Document Activity
- To add a note to the ITB, see Section 2.3 Note Pad

After you have completed any additional data entry as listed above, return to the Invitation to Bid Definition screen (PCHL2311). You are ready to post the ITB.

Enter a ‘P’ in the Action Indicator field. Press <F10> Save to post the Invitation To Bid.

- If you have the authority to post this document, the Action Indicator will remain a ‘P’ and the ITB is ready to be mailed to the vendors. If you are not mailing bids, it is ready for bid entry (see Section 3.4 Bid Processing).

- If you do not have authority to post this document, the Action Indicator will change to an ‘A.’ The ITB has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

Once the ITB Action Indicator field is ‘P’ and the Status field is POST, you are ready to mail the ITB to the vendors, or do bid entry if not mailing to vendors (see Section 3.4 Bid Processing).

3.3.4 Customize the Vendor List

Customizing the vendor list must be done prior to posting of the Invitation to Bid. This can only be done after the initial vendor list has been system generated. The vendor list is generated when the Vendors Selected field contains the number of vendors selected.

Once you have the system generated vendor list, you can customize the list.

In order to appear on the system generated list, ~~V~~vendors must be cross-referenced with the commodities they provide. In order ~~(see Section 10.1.4 Commodity Table Maintenance,~~to have ~~Add~~ a Vendor Cross-Reference record added, contact the DMB Office of Financial Management.~~)in order to appear on the system generated list.~~

To view the system generated list, press <F11> Vend Sel. If you wish to customize the vendor list, do one of the following:

Delete Selected Vendors

To delete system selected vendors, access the Vendor Selection screen (PCHL2315) by pressing <F11> Vend Sel from the Invitation to Bid Definition screen (PCHL2311).

Enter an ‘S’ in the Selection (S) column next to the vendor(s) that you want to delete. You can only do one page of vendors at a time (see Section 2.7.7 Data Entry Features, Deleting Selections From a List).

Press <F3> to delete the vendors. Press <F3> again to verify the deletion. Press <CLEAR> to return to the Invitation to Bid Definition screen (PCHL2311).

Continue with the document creation.

Add Additional Vendors

To add vendors to the system selected vendor list, press <F11> Vend Sel from the Invitation to Bid Definition screen (PCHL2311), to access the Vendor Selection screen (PCHL2315).

<TAB> to the first Vendor ID field. Enter the Vendor ID of the vendor you want to add by overtyping and clearing the end of the field. Enter the vendor’s bid Mail Code (see Section 9.3 Vendor Mail Code Selection, if necessary).

Press <F10> to save the entry. Press <F10> again (if necessary). <CLEAR> to the Invitation to Bid Definition screen (PCHL2311).

Continue with the document creation.

Copy Bid List From

When using the Copy Bid List From feature, you can append the existing vendor bid list by adding a bid list from a previous bid, or replace the existing vendor bid list with a bid list from a previous bid.

NOTE: The data field is actually two fields. The first field is a one character field indicator (A = Append and R = Replace), and the second field is for the BID ID you want to copy.

- Enter an ‘A’ and the appropriate Bid ID, to copy a bid list and add it to the existing list
- Enter an ‘R’ and the appropriate Bid ID, to copy a bid list and replace the existing list

Then press <F10> to save the new vendor list.

To view the new vendor list, press <F11> Vend Sel. After viewing, press <CLEAR> to return to the Invitation to Bid Definition screen (PCHL2311).

Continue with the document creation.

Last Plus X

The Last Plus X field can be used to include or exclude the last vendor who was awarded a contract for each commodity on the ITB. It is also used to include a specific number of vendors per commodity. This feature removes the system generated vendors from the bid list.

NOTE: This field is actually two fields. The first field is a ‘Y’ (yes) or ‘N’ (no) field. Enter a ‘Y’ to include the last vendor, or an ‘N’ to exclude the last vendor. The second field is a three digit field. Enter the number of vendors to be included for each commodity included on the ITB.

You can do any one of the following:

- To choose the last vendor awarded a bid for each commodity on the ITB and no other vendors, enter a ‘Y’ in the first field and enter ‘000’ in the second field. Press <F10> Save. Example: The ITB has five commodities. Two contracts were awarded for each commodity the last time they were bid. The bid list will include 10 vendors (5 commodities times 2 awards = 10 vendors), unless the same vendor was awarded more than one of the above contracts.

- To choose the last vendor awarded a bid for each commodity on the ITB and a specific number of other vendors per commodity, enter a ‘Y’ in the first field, enter any number from ‘001’ to ‘999’ in the second field. Press <F10> Save. Example: The ITB has five commodities. Two contracts were awarded for each commodity the last time they were bid. If you enter the number ‘005,’ the total number of vendors listed will be 35 (5 commodities times 2 awards = 10 vendors; and 5 vendors per commodity times 5 commodities = 25 vendors, so 10 + 25 = 35 vendors on the bid list), unless the same vendor was awarded more than one of the above contracts.

- To include a specific number of vendors per commodity, but exclude the last vendors awarded a bid for each commodity, enter an ‘N’ in the first field. Enter any number from ‘001’ to ‘999’ in the second field, and press <F10> Save. Example: The ITB has five commodities. All commodities awarded two contracts the last time they were bid. If you enter the number ‘005’, the total number of vendors listed will be 25 (5 commodities times five vendors = 25; and no previous vendors are included).

To view the new vendor list, press <F11> Vend Sel. After viewing, press <CLEAR> to return to the Invitation to Bid Definition screen (PCHL2311).

Continue with the document creation.

I/E (Class/Status)

The include/exclude (I/E) feature allows you to include or exclude vendors on the basis of their classification and status. For example, you could include all vendors who do business in the county you are located in. You could exclude vendors who are located out of state.

NOTE: This is a two-part field. The first part is a one character Include/Exclude Indicator, and the second part is the Class/Status code section. You can enter up to five different Class/Status combinations to be included or excluded. The slashes divide the Class and the Status, not the Class/Status combinations. The first Class is entered one space past the previous field, and the corresponding Status is entered after the slash.

To include Class/Status combinations – enter an ‘I’ in the first field, and enter the three-digit Class and the three-digit Status for the first Class/Status combination you want to include. Enter up to four additional Class/Status combinations. Press <F10> to include all of the vendors who are cross-referenced with any of the entered Class/Status combinations, and supply any of the listed commodities (removes any existing vendors).

To exclude Class/Status combinations – enter an ‘E’ in the first field, and enter the three-digit Class and the three-digit Status for the first Class/Status combination you want to exclude. Enter up to four additional Class/Status combinations. Press <F10> to exclude all of the vendors who are cross-referenced with any of the entered Class/Status combinations and supply any of the listed commodities. The bid list contains the remaining vendors.

To view the new vendor list, press <F11> Vend Sel. After viewing, press <CLEAR> to return to the Invitation to Bid Definition screen (PCHL2311).

Continue with the document creation.

All Registered

Using the All Registered field will place all vendors on the bid list who can supply any of the commodities listed on the ITB. This list could be very extensive if the commodities are supplied by a great number of vendors. This feature is very useful when there are very few vendors who can supply the commodities.

Enter a 'Y' in the All Registered field to include every vendor registered to provide any of the commodities listed on the ITB, and press <F10> to save the vendor selection.

To view the new vendor list, press <F11> Vend Sel. After viewing, press <CLEAR> to return to the Invitation to Bid Definition screen (PCHL2311).

Continue with the document creation.

3.3.5 Establish Bid Evaluation Criteria

Using evaluation criteria to assist in the selection of the best vendor(s) to be awarded a contract is an optional feature. The purpose of evaluation criteria is to define the qualitative criteria that will be used in the evaluation of the vendors' responses to the Invitation to Bid (usually used for two-step bids).

You can establish bid evaluation criteria any time prior to posting the Invitation to Bid. You cannot base the vendor award on evaluation criteria unless the criteria has been established. When bid evaluation criteria has not been established, the system will rank the vendors by total cost.

To establish evaluation criteria, press <F4> Eval Def from the Invitation to Bid Definition screen (PCHL2311). The system will transfer to the Invitation to Bid Evaluation Definition screen (PCHL2316).

Data Entry Instructions:

Item	Enter the sequencing number of the criteria; usually 01, 02, etc., (if you enter an Item, you must enter a description, percent, and maximum score)
Item Description	Enter up to a 50-character evaluation description (i.e., style, cost, color)
Pct	Enter the percent of the total score allotted for the item described (total percent must equal 100%)
Max Score	Enter the maximum score that one vendor can receive for the item described. Using 10 is easiest; vendor scores will then be between 1 and 10.
Total	The system generates the total percentage (must equal 100%) and the total maximum score for all items listed

Press <F10> to save the evaluation criteria. Press <CLEAR> to return to the Invitation to Bid Definition screen (PCHL2311).

Continue the document creation.

3.3.6 Add Terms to ITB

To add terms to an ITB, press <F8> Sel Terms. The system transfers to the Specifications/Terms Selection screen (PCHL2126), where you can add terms.

- To attach standard terms and/or enter free-form terms or conditions, see Section 9.5 Terms Selection and/or 9.6 Specifications and Terms Block Function.
- To bring terms forward from the requisition, press <F11> Frwd Trms

After adding the terms, press <F10> to save them.

You can modify the terms, if necessary (see Section 9.6 Specifications and Terms Block Function).

Once the terms have been added and/or brought forward, press <CLEAR> to return to the Invitation to Bid Definition screen (PCHL2311).

Continue with the document creation.

3.3.7 Bid Opening Summary

This option allows you to view existing bid opening dates in order to determine the due date for a new ITB. You can then determine the new bid opening date so that it does not conflict with existing bids that are already scheduled to be opened and entered. You can view the existing bid opening schedule before creating the ITB or any time prior to posting the ITB.

To access the Bid Opening Summary (PCHL2318) from the Invitation to Bid Definition screen (PCHL2311), press <HOME>, type 2318 in the 'Link To' field, and pressing <F9> Link. To access the Bid Opening Summary from the Main Menu (PCHL0000) select <F2> Procurement Transactions Menu. From the Procurement Transactions Menu (PCHL2000) select <F2> Bid Processing Menu. From the Bid Processing Menu (PCHL2300) select <F7> Bid Opening Summary.

Enter the date you are considering for the new bid opening in the Open Date field.

Press <ENTER> to view the bid opening activity for the date entered. The system will retrieve the total number of bids due as well as the ITB ID, Document Type, the time the bid is due, and the Bid Title for each bid opening scheduled for the date entered.

View the data to determine whether the number of scheduled bids due for the specified date is reasonable. If no bids are due on that date, you have selected a good date.
If too many bids are due on the entered date, enter another date and view.

After viewing, press <CLEAR> to return to the Invitation to Bid Definition screen (PCHL2311) or return to the Bid Processing Menu (PCHL2300) and press <F1> Invitation to Bid Definition.

Enter the newly determined bid opening date in the Quote Due By field and change the Time, if necessary. Press <F10> to save the changes.

Continue with the document creation.

3.3.8 Track Document Activity

Document Activity Tracking allows you to record and monitor document activity. The same screen can be used to enter activity for requisitions, bids, and purchase orders.

Press <F2> Doc Actvy from the Invitation to Bid Definition screen (PCHL2311) to access the Document Activity Tracking screen (PCHL2115). The Bid ID will be retrieved, along with the Bid Title if it was entered on the ITB Definition Screen (PCHL2311).

To access the Document Activity Tracking screen (PCHL2115) from the Main Menu (PCHL0000), select <F2>, then on the Procurement Transactions Menu (PCHL2000) select <F8>, and on the Secondary Purchase Order Maintenance Menu (PCHL2402) select <F1>.

See Section 9.10 Document Tracking, for input instructions.

3.3.9 Change an Unposted ITB

To change any definition data, follow the instructions for initial data entry (see Section 3.3.1 Invitation to Bid Definition Data Entry). You may change by overtyping existing data and clearing the end of the field when necessary.

You CANNOT change the Initial Selection indicator. If this field must be changed, you must delete the ITB and create a new one (see Section 3.3.10 Delete an Unposted ITB).

Press <F10> to save the changes.

- To add or delete requisition lines, see Section 3.3.2 ITB Detail Entry – Requisition Selection

- To add or delete commodities, see Section 3.3.3 ITB Detail Entry – Commodity Selection

- To change the vendor list, see Section 3.3.4 Customize the Vendor List.

- To change data entered on the requisition and brought forward to the ITB (i.e., commodity detail, accounting, quantity), do all of the following:

    - Do an Advice of Change for the requisition (see Section 7.1 Advice of Change)
    - Make the necessary changes and re-post the requisition (see Section 3.1 7 Change an Unposted Requisition)
    - Access the Invitation to Bid screen (PCHL2311), and inquire on the ITB by entering the ITB ID and pressing <ENTER>
    - Press <F10> to retrieve and save the requisition changes
    - Once the changes have been saved, you are ready to post the ITB. Enter a ‘P’ in the Action Indicator field, and press <F10> to post the changed ITB

3.3.10 Delete an Unposted ITB

To delete an unposted Invitation to Bid, access the Invitation to Bid Definition screen (PCHL2311) by selecting <F2> from the Main Menu (PCHL0000), <F2> from the Procurement Transactions Menu (PCHL2000), then <F1> from the Bid Processing Menu (PCHL2300).

To retrieve the ITB you want to delete, enter the ITB ID and press <ENTER>.

Press <F3> to delete the document. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

3.3.11 Change a Posted ITB

A posted ITB can be changed by unposting the ITB or by creating a Bid Addendum. A Bid Addendum is used as a written notice to the prospective bidders advising them of the changes.

- If bids have been entered for the ITB, you must delete bid entry prior to changing the ITB (see Section 3.4.6 Bid Processing, Delete an Unposted Bid).

- If bids have been posted for the ITB, you must cancel them before changing the ITB (see Section 3.4.8 Bid Processing, Cancel a Posted Bid).

Add/Delete a Requisition/Commodity

To add/delete requisition line items or commodities, you must first unpost the Invitation to Bid.

To unpost the ITB, create and post a Document Cancellation (PCHL8500), using Document Indicator 'ITB' (see Section 7.2 Document Cancellation).

Once the ITB is unposted, access the ITB Detail Selection screen (PCHL2314) or the Commodity Selection screen (PCHL2312).

Add or delete requisition lines or commodities (see Section 3.3.2 ITB Detail Entry – Requisition Selection, or 3.3.3 ITB Detail Entry – Commodity Selection), then re-post the ITB by entering a 'P' in the Action Indicator field and pressing <F10> Save.

If the bids have been mailed to the vendors, either a bid addendum or revised ITB should be mailed to them.

Change Bid Due Date and/or Time

To change the due date and/or time that bids are due, you must do a Bid Addendum. To access the Bid Addendum screen (PCHL2319) from the Main Menu (PCHL0000) select <F2>, then from the Procurement Transactions Menu (PCHL2000) select <F2>, and from the Bid Processing Menu (PCHL2300) select <F8>.

Enter the ID of the Invitation to Bid you want to change. In the appropriate data fields enter the new Due Date and/or new Time the bids are due.

Press <F10> to save the changes. Notice the Department number associated with the ITB has been retrieved, and the Addendum Number has been system generated.

Enter a 'P' in the Action Indicator field, and Press <F10> to post the Bid Addendum.

If the bids have been mailed to the vendors, either a bid addendum or revised ITB should be mailed to them.

Attach Additional Terms/Conditions

To attach additional terms and/or conditions, you must do a Bid Addendum. To access the Bid Addendum screen (PCHL2319) from the Main Menu (PCHL0000) select <F2>, from the Procurement Transactions Menu (PCHL2000) select <F2>, and from the Bid Processing Menu (PCHL2300) select <F8>.

Enter the ID of the Invitation to Bid you want to change. Enter the new terms and conditions (see Section 9.5 Terms Selection and/or 9.6 Specifications and Terms Block Function).

Press <F10> to save the terms/conditions. Notice the Department number associated with the ITB has been retrieved, and the Addendum Number has been system generated.

Enter a ‘P’ in the Action Indicator field, and press <F10> to post the Bid Addendum.

If the bids have been mailed to the vendors, either a bid addendum or revised ITB should be mailed to them.

3.3.12 Delete a Posted ITB

A posted ITB can only be deleted, it cannot be cancelled. To delete a posted ITB you must unpost the ITB and then delete it.

To unpost the ITB, create and post a Document Cancellation (PCHL8500), using Document Indicator ‘ITB’(see Section 7.2 Document Cancellation).

Once the ITB is unposted, access the Invitation to Bid Definition screen (PCHL2311). Retrieve the ITB you want to delete by entering the Invitation to Bid ID and pressing <ENTER>.

Verify that the Status is NOPT, and press <F3> to delete the ITB. Press <F3> again, to confirm the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

If the bids have been mailed to the vendors, either a bid addendum or revised ITB should be mailed to them.

3.3.13 Printing ITBs

You can print the ITB to be sent to all of the vendors on the vendor selection list. If a Bid Addendum has been posted for an ITB, you can print the Bid Addendum only, or print both the ITB and the Bid Addendum at the same time.

Shipping and billing addresses attached to line number ‘000’ will print at the top of the ITB. Addresses attached to individual line numbers will print with the specifications for each line item.

Print ITB Only

To print an ITB for each vendor (includes vendor data on header), access the Invitation to Bid Definition screen (PCHL2311). Enter the ITB ID in the Invitation to Bid Number field, and press <ENTER> to retrieve the ITB.

The Print Vendors indicator should contain a ‘Y’ (defaults to ‘Y’), and the Print Switch should be set to ‘I’ (ITB).

Enter the number of extra copies of the ITB you want printed for each vendor (defaults to 00).

Press <F12> to print the Invitations to Bid.

Print ITB and Bid Addendum File Copies

From either the Invitation to Bid Definition screen (PCHL2311), or the Bid Addendum screen (PCHL2319), set the Print Vendors indicator to ‘N’ and the Print Switch to ‘I’. Enter the total number of copies wanted in the Extra Copies field.

Press <F12> to print the ITB and/or Bid Addendum without vendor information in the header.

NOTE: To send an ITB to an added vendor, print a file copy, and either type an address label or type the address directly onto the ITB, and mail it to the vendor.

Print Address Labels for ITB

To print an address label for each vendor, access the Invitation to Bid Definition screen (PCHL2311). Enter the ITB ID in the Invitation to Bid Number field, and press <ENTER> to retrieve the ITB.

Change the Print Vendors indicator to ‘N’ (defaults to ‘Y’), and set the Print Switch to ‘L’ (labels).
Enter the number of **extra** copies of labels you want printed for each vendor (defaults to 00).

Press <F12> to print the labels.

Print Bid Addendum

To print a Bid Addendum for each vendor (includes vendor data on header), access the Bid Addendum screen (PCHL2319). Enter the ITB ID in the Invitation to Bid Number field, and press <ENTER> to retrieve the Bid Addendum.

The Print Vendors indicator should contain a ‘Y’ (defaults to ‘Y’), and enter the number of extra copies of the Bid Addendum you want printed for each vendor (defaults to 01).

Press <F12> to print the Bid Addendums.

Print ITB and Bid Addendum

Whenever there is a Bid Addendum associated with an ITB, printing the ITB will automatically print the Bid Addendum. Therefore, see Print ITB Only, above.

3.4 BID PROCESSING

When entering bids submitted by the vendor in response to an Invitation to Bid, the following ADPICS Data Entry Guide chapters and sections will be referenced:

Chapter/Section	
2	ADPICS Basics
3.3	Invitation to Bid Processing
7.2	Document Cancellation
9	General Transaction Features
Appendix A	ADPICS Tables

Bid entry must be done in order to award a bid. Once all of the bids are entered for an invitation to bid, the bid entry must be posted. The bid can then be awarded to a vendor(s).

A vendor's bid can be entered even if the vendor was not on the original bid list. Vendor bids can be entered as they are received or at one time after the bid opening date.

Bids can be entered by Requisition ID or by Invitation to Bid ID. When entering telephone quotes or other informal bids when there is no Invitation to Bid, enter by Requisition ID. When an ITB was created for the bid, enter by Invitation to Bid ID.

When an invitation to bid includes bid evaluation criteria, the system will calculate the criteria scores for each bid, and rank the vendors according to their evaluation scores. When awarding the bid, the user can base the award(s) on the evaluation scores. If bid evaluation criteria was not established for the invitation to bid, the system will rank the entered bids according to total cost.

3.4.1 Bid Response Data Entry

Bid responses are entered on the Bid Entry – Requisition Detail screen (PCHL2320). This can be accessed by pressing <F2> from the Main Menu (PCHL0000), then <F2> from the Procurement Transactions Menu (PCHL2000), then <F2> from the Bid Processing Menu (PCHL2300).

Vendors submit bids by requisition line item, by a general unit cost for all items, or by a combination of the two. Follow the appropriate section below to enter the vendor's bid response.

Individual Bid Entry From ITB

Enter the ITB ID and the Vendor ID and Mail Code. Press <ENTER> to retrieve the requisition lines that were placed on the ITB. The system carries forward the Vendor Name, Document Type, Commodity ID, Commodity Name, Requisition ID, Line Number, and Quantity Quoted.

Data Entry Instructions:

Receipt Date	The date the bid was received
Time	The time of day that the bid was received
Bond Receipt	Defaults to 'N.' Change to 'Y' only if a security bond was received with the bid.
Commodity ID (top portion of screen)	Leave blank
General Unit Cost	Leave blank
Quantity Quoted	Override only if vendor's bid is for a different quantity than the bid quantity

Enter the following data for each requisition line that the vendor bid (override retrieved data if the vendor's bid is different):

Unit Cost	Enter the unit cost the vendor bid for this line item
U/M	Enter the unit of measure from the vendor's bid
%DCNT	Enter the percent discount, if the vendor offered one

Press <F10> to save the bid entry page. If there are more pages, press <F8> to access the next page, and repeat, saving each page before continuing.

- If a security bond was received, see Section 3.4.2 Security Bond Entry
- If bid criteria was entered and bid evaluation should be done, see Section 3.4.3 Evaluate the Bids

To enter the next vendor's bid for the same ITB, you can either enter the Vendor ID and Mail Code and press <ENTER>, or you can press <F5> Next to scroll through the vendor records to locate the vendor you want.

Do not post the bid entry until all of the bids received for the ITB ID have been entered. For completion of the bid, see Section 3.4.4 Completion of the Bid.

Individual Bid Entry From Requisition

Enter the Requisition ID, Vendor ID and Mail Code, then press <ENTER> to retrieve the requisition lines. The system carries forward the Commodity ID, Commodity Name, Requisition ID, Line Number, and Quantity Quoted.

Proceed as stated in Section 3.4.1 Bid Response Data Entry, Individual Bid Entry From ITB.

General Unit Cost by Commodity Bids

There are many times when an ITB will be written for different requisition lines containing the same commodity code, as well as requisition lines containing other commodity codes. The vendor's bid may be submitted with the same unit cost for all of the requisition lines that have the same commodity code, instead of a separate unit cost for each requisition line.

NOTE: This is not a "total cost by commodity" entry feature. It is an "across the board unit cost by commodity" entry feature.

Follow the procedures below for general unit cost bids by commodity:

In the Req/ITB ID field, enter the ITB ID or Requisition ID. <TAB> to the Vendor ID field and enter the Vendor ID and Mail Code.

Press <ENTER> to retrieve the requisition lines associated with this bid. The system carries forward the Commodity ID, Commodity Name, Requisition ID, Line Number, and Quantity Quoted.

Data Entry Instructions:

Receipt Date	The date the bid was received
Time	The time of day the bid was received (required if there was a time cut-off associated with this bid, otherwise optional)
Bond Receipt	Defaults to ‘N.’ Change to ‘Y’ only if a security bond was received with the bid.
Commodity ID (top portion of screen)	Enter the general Commodity ID
General Unit Cost	Enter the general unit cost that the vendor quoted for all of the items with the general Commodity ID

Press <F10> to save the data entry. The General Unit Cost is applied to all of the requisition lines containing the General Commodity ID.

- If additional line items are included on the ITB that are not the general Commodity ID, the bids must be entered separately. See Section 3.4.1 Bid Response Data Entry, Individual Bid Entry From ITB
- If there was a discount offered, it must be entered for each line item. See Section 3.4.1 Bid Response Data Entry, Individual Bid Entry From ITB
- If a security bond was received, see Section 3.4.2 Security Bond Entry
- If bid criteria was entered and bid evaluation should be done, see Section 3.4.3 Evaluate the Bids

To enter a different vendor’s bid for the same ITB, enter the Vendor ID and Mail Code and press <ENTER>.

Do not post the bid entry until all of the bids received for the ITB ID have been entered. For completion of the bid, see Section 3.4.4 Completion of the Bid.

General Unit Cost Bids

There are times when an ITB will be written for many different items, and the vendor will send a bid with one unit cost for all of the items, instead of a separate unit cost for each item. You can enter the unit cost one time and the system will apply the unit cost to all of the line items.

NOTE: This is not a “total cost” entry feature. It is an “across the board unit cost” entry feature.

Follow the procedures below for general unit cost bids:

In the Req/ITB ID field, enter the ITB ID or Requisition ID. <TAB> to the Vendor ID field and enter the Vendor ID and Mail Code.

Press <ENTER> to retrieve the requisition lines associated with this bid. The system carries forward the Commodity ID, Commodity Name, Requisition ID, Line Number, and Quantity Quoted.

Enter the following data in the top portion of the screen:

Receipt Date	The date the bid was received
Time	The time of day the bid was received (required if there was a time cut-off associated with this bid, otherwise optional)
Bond Receipt	Defaults to ‘N.’ Change to ‘Y’ only if a security bond was received with the bid.
Commodity ID (top portion of screen)	Leave blank
General Unit Cost	Enter the general unit cost that the vendor quoted for all of the items on the ITB

Press <F10> to save the data entry. The General Unit Cost is applied to all of the requisition lines.

- If there was a discount offered, it must be entered for each line item. See Individual Bid Entry From ITB, above
- If a security bond was received, see Security Bond Entry, below
- If bid criteria was entered and bid evaluation should be done, see Evaluate the Bids, below

To enter a different vendor’s bid for the same ITB, enter the Vendor ID and Mail Code and press <ENTER>.

Do not post the bid entry until all of the bids received for the ITB have been entered. For completion of the bid, see Section 3.4.4 Completion of the Bid.

3.4.2 Security Bond Entry

When an ITB requires a security bond to be included, the detailed bond information is entered on the Bid Bond Entry screen. To access the Bid Bond Entry screen (PCHL2317), press <F6> from the Bid Entry – Requisition Detail screen (PCHL2320). The ITB ID, Vendor ID, and Mail Code will be retrieved.

To access the Bid Bond Entry screen from the Main Menu (PCHL0000) select <F2>, then from the Procurement Transactions Menu (PCHL2000) select <F2>, from the Bid Processing Menu (PCHL2300) select <F2> and from the Bid Entry - Requisition Detail screen select <F6>. Enter the ITB ID, Vendor ID, and Vendor Mail Code.

Enter the following information, as it pertains to the bond. Most of this information should be included on the bond and/or be stated in the ITB:

Bond Co	The name of the company holding the bond
Agency Proj No	The 10-character agency/department project number related to this bid, if there is one
Deposit Amt	The dollar amount of the bond deposit (required)
Job No	The 10-character job number related to this bid, if there is one
Letting Date	The date the contract will be awarded, if there is a specific date
Federal Proj No	The 14-character Federal project number related to the bid, if there is one
Contractor Signee	The name of the person designated to sign for the contractor, if there is one
Surety Signee	Name of the person designated to sign the bond, if there is one
Project Desc	Enter up to three lines of 50 characters each for a description of the project associated with this bid.

Press <F10> to save the bond entry. Press <CLEAR> to return to the Bid Entry – Requisition Detail Entry screen (PCHL2320).

Continue with the bid entries.

3.4.3 Evaluate the Bids

When bid evaluation criteria was established for an invitation to bid prior to posting the ITB, scores for each vendor must be entered after the vendor's bid is received. Entering evaluation scores allows the system to rank the bids based on the evaluation criteria scores. Once the bids are ranked, the user can use the ranking as a basis for awarding the bid to a vendor.

From the Bid Entry – Requisition Detail Entry screen (PCHL2320), press <F11> to access the Invitation to Bid Evaluation Entry screen (PCHL2231). The Invitation to Bid ID, Vendor ID, and Mail Code are retrieved, along with the previously defined bid criteria.

To access the Bid Entry – Requisition Detail Entry screen from the Main Menu (PCHL0000) select <F2>, then from the Procurement Transactions Menu (PCHL2000) select <F2>, and from the Bid Processing Menu (PCHL2300) select <F6>. Enter the Invitation to Bid ID, Vendor ID, and Mail Code. Press <ENTER> to retrieve the previously defined bid criteria.

<TAB> to the Vend Score field, and enter the appropriate score for each item listed. This score cannot be higher than the Maximum Score entered on the Invitation to Bid Evaluation Definition screen (PCHL2316).

When scores have been entered for all items listed, press <F10> to save the evaluation entry. Press <CLEAR> to return to the Bid Entry – Requisition Detail Entry screen (PCHL2320).

Continue with the bid entries.

3.4.4 Completion of the Bid

When all of the bids have been entered, including bid evaluations and security bonds, posting can be done. You need only access one vendor's bid entry for the Invitation to Bid ID and post it. All of the vendor's bid entries for the ITB ID will automatically be posted.

Access the Bid Entry – Requisition Detail screen (PCHL2320), enter the Req/ITB ID and press <F5> Next to retrieve the bid entry for the first vendor associated with the ITB.

Enter a 'P' in the Action Indicator field and press <F10> Save to post all of the bids attached to the ITB ID entered.

You are now ready to tabulate and award the bid (see Section 3.4.9 Tabulate and Award the Bid).

3.4.5 Change an Unposted Bid

Unposted bids can be changed in the same way they were created.

Access the Bid Entry – Requisition Detail screen (PCHL2320), by pressing <F2> from the Main Menu (PCHL0000), then <F2> from the Procurement Transactions Menu (PCHL2000), then <F2> from the Bid Processing Menu (PCHL2300).

Enter the ITB ID, Vendor ID, and Mail Code. Press <ENTER> to retrieve the bid you wish to change.

You can change data on the bid, bid evaluation, or bond entry. You cannot change the ITB ID and Document Type. Follow the specific data entry directions above for any changes you want to make.

Add a Vendor's Bid

To add a vendor to an existing bid record, access the Bid Entry – Requisition Detail screen (PCHL2320), by pressing <F2> from the Main Menu (PCHL0000), then <F2> from the Procurement Transactions Menu (PCHL2000), then <F2> from the Bid Processing Menu (PCHL2300).

Enter the ITB ID of the bid to which you want to add the vendor.

Enter the new vendor's Vendor ID and Mail Code. Press <ENTER> to retrieve the existing bid information.

If the vendor was on the Vendor Bid List - enter the new vendor's bid in the same way previous bids were entered (see appropriate section above).

If the vendor was not on the Vendor Bid List – you will receive one of the following error messages:

- When the message line reads, VENDOR NOT ON ITB, CANNOT CREATE BID, you do not have override authorization, and cannot proceed further. Someone with override authority in their security record must enter the bid.
- When the message line reads, VENDOR NOT ON ITB, SELECT <ENTER> AGAIN TO CREATE BID FOR THIS VENDOR, proceed by pressing <ENTER>. The requisition lines on the ITB will be retrieved. Enter this vendor's bid in the same way previous bids were entered (see appropriate topic earlier in this section).

Delete a Vendor's Bid

To delete a vendor's bid from the existing bid record, access the Bid Entry – Requisition Detail screen (PCHL2320), by pressing <F2> from the Main Menu (PCHL0000), then <F2> from the Procurement Transactions Menu (PCHL2000), then <F2> from the Bid Processing Menu (PCHL2300).

Enter the ITB ID of the bid from which you want to delete the vendor.

Enter the Vendor ID and Mail Code of the vendor to be deleted. Press <ENTER> to retrieve the existing bid information.

Press <F3> to delete the vendor's bid. Press <F3> again to confirm the deletion.

Add/Delete Requisition Lines

Any time that a vendor does not bid on a specific line item, that line item is not entered. The bid tabulation and award screens will then indicate that the bid is incomplete. You can use this information when determining the award.

When the vendor bids an alternate commodity, you can change the Commodity ID. This in effect, changes the requisition line item for a specific vendor, but will not change the line item for other vendors. The bid tabulation and award screens will indicate that the bid has been changed. You can use this information when determining the award.

Individual requisition lines cannot be added to or deleted directly from bid entries. If a line item must be added to, or deleted from the bid, you can do the following:

- Delete all entered bids (see Section 3.4.6 Bid Processing, Delete an Unposted Bid), then
- Unpost the ITB (see Section 3.3.11 Invitation to Bid Processing, Change a Posted ITB), then
- Follow the Add/Delete a Requisition/Commodity directions in Section 3.4.5 Bid Processing,

3.4.6 Delete an Unposted Bid

You can delete individual vendor bids, or you can delete an entire bid record.

To delete an individual vendor's bid, see Section 3.4.5 Change an Unposted Bid, Delete a Vendor's Bid.

To delete an entire bid record, you can delete the individual vendor's bids (if there are just a few), or do the following:

- Post the bid (see Section 3.4.4 Completion of the Bid)
- Create and post a Document Cancellation (PCHL8500) using the BID Document Indicator (see Section 7.2 Document Cancellation, Delete a Posted Bid)

The bid record will no longer exist. You may enter new bid entries for the existing ITB and create a new bid record.

3.4.7 Change a Posted Bid

Posted bids can only be changed if you unpost the bid. A posted bid cannot be unposted if it has been awarded, unless you first delete the unposted purchase order (see Section 3.5.6 Purchase Order Processing, Delete an Unposted Purchase Order). If the purchase order has been posted, an Advice of Change must be done for the purchase order before it can be deleted (see Section 3.5.7 Change a Posted Purchase Order).

To unpost the bid, create and post a Document Cancellation (PCHL8500), using the BD1 Document Indicator (see Section 7.2 Document Cancellation, Unpost a Posted Bid).

Once the bid is unposted, make the necessary changes (see Section 3.4.5 Change an Unposted Bid).

Once the changes have been made, post the changed bid (see Section 3.4.4 Completion of the Bid).

3.4.8 Cancel a Posted Bid

You can cancel the bid from one vendor, or cancel all of the bids that were entered. Follow the appropriate directions below:

Cancel One Vendor's Bid

If you want to cancel just one bid entry, you must create and post a Document Cancellation (PCHL8500) using the BD1 Document Indicator (see Section 7.2 Document Cancellation, Unpost a Posted Bid).

Then delete the bid entry you want to cancel (see Section 3.4.6 Delete an Unposted Bid).

Once you have deleted the bid entries, you must re-post the bid entry (see Section 3.4.4 Completion of the Bid).

Cancel All Bids

Entire bids cannot be cancelled. Instead, all of the bid entries are deleted at one time.

Create and post a Document Cancellation (PCHL8500) using the BID Document Indicator (see Section 7.2 Document Cancellation, Delete a Posted Bid).

You can then enter new bids for the existing ITB (see Section 3.4.1 Bid Response Data Entry), or cancel the ITB (see Section 3.3.12 Cancel a Posted ITB).

3.4.9 Tabulate and Award the Bid

Once all of the vendor bids and related bid entries are entered and the bid posted, the system will tabulate the bids based on any bid evaluation criteria and scores entered.

If no evaluation criteria was established, bid tabulation will be based on total cost.

There are three ways the system tabulates bids. It is most common to view and award the bids based on the following:

ITB by Requisition	Vendor Summary
ITB by Commodity	Commodity Detail
Requisitions that can be split	Vendor Detail

To access any of the Bid Tabulation screens, press <F2> from the Main Menu (PCHL0000) and <F2> from the Procurement Transactions Menu (PCHL2000), to access the Bid Processing Menu (PCHL2300).

You may view any or all of the bid tabulation screens before awarding the bid(s).

Vendor Summary

When awarding a bid through Vendor Summary (PCHL2230), only one bid can be awarded. To award to more than one vendor, use the Vendor Detail screen (PCHL2250).

Access the Bid Tabulation – Vendor Summary screen (PCHL2230) by pressing <F3> from the Bid Processing Menu (PCHL2300).

Enter the Bid ID (ITB ID). Press <ENTER> to retrieve the bid entry information.

View and evaluate the following data:

Vendor ID	The vendor’s identification number
Mail Code	The vendor’s bid mail code
Vendor Name	The vendor’s legal business name
Score	The total evaluation score for the associated vendor
Evl Rnk	The rank of the vendor based on the evaluation criteria (when evaluation criteria has been entered)

$Rnk	The rank of the vendor based on the total cost of the bid (when no evaluation criteria has been entered)
C/I	Complete/Incomplete indicator Displays a ‘C’ if the quantity ordered equals the quantity bid Displays an ‘I’ if the quantity ordered does not equal the quantity bid
Total Cost	The system calculated total cost of the bid based on quantities, costs, and discounts
Pct Dev	System calculated percentage deviation, based on the estimated cost for the requisition and the bid cost When the deviation is ‘–’ , the bid cost is less than the requisition estimated cost When the deviation is ‘+’ , the bid cost is more than the requisition estimated cost

Press <F8> to view the next page of vendor bids. Repeat for each additional page.

To award the bid, <TAB> to the Selection column to the left of the vendor that will get the award. Enter an ‘S’ and press <F2>.

The system will transfer to the appropriate purchase order screen, based on the Blanket/Standard Indicator on the Invitation to Bid Definition screen.

- If the Blanket Purchase Order screen (PCHL2342) was accessed, see Section 3.7 Blanket Purchase Order Processing

- If the Purchase Order/Contract Writing screen (PCHL2340) was accessed, see Section 3.5 Purchase Order Processing

Commodity Detail

When awarding a bid through Commodity Detail (PCHL2240), it can only be awarded to one vendor. To award to more than one vendor, use the Vendor Detail screen (PCHL2250).

Access the Bid Tabulation – Commodity Detail screen (PCHL2240) by pressing <F4> from the Bid Processing Menu (PCHL2300).

Enter the Bid ID (ITB ID). Press <F5> to select the first commodity associated with the Bid ID.

Vendor bids for the first commodity are displayed. View and evaluate the following data:

Commodity	The Commodity Code (NIGP) and commodity name
Requisition ID	The associated Requisition ID
Line No	The Requisition line number of this commodity
Qty Ordered	The total amount of the commodity ordered on the associated requisition line
Vendor ID	The vendor’s identification number
Mail CD	The vendor’s bid mail code
Vendor Name	The vendor’s legal business name
Rnk	The rank of the vendor based on the total cost of the commodity
C/I	Complete/Incomplete indicator Displays a ‘C’ if the quantity ordered equals the quantity bid Displays an ‘I’ if the vendor did not bid on the complete order Displays an ‘L’ if the quantity bid is less than the quantity ordered on the requisition Displays an ‘M’ if the quantity bid is more than the quantity ordered on the requisition
Unit Cost	The cost per unit of the commodity
Tax	Not used in Michigan
Dscnt	Dollar amount of discount allowed

Qty Bid	The quantity of the commodity that the vendor bid
Qty Award	The amount of the commodity that has been awarded (shown only after a bid has been awarded)
Total Cost	The system calculated total cost of the bid based on quantities, costs, and discounts
Pct Dev	System calculated percentage deviation, based on the estimated cost for the requisition and the bid cost When the deviation is '–' , the bid cost is less than the requisition estimated cost When the deviation is '+' , the bid cost is more than the requisition estimated cost

Press <F8> to view the next page for this commodity. Repeat for each additional page.

To award the bid, <TAB> to the Selection column to the left of the vendor that will get the award. Enter an 'S' and press <F2>.

The system will transfer to the appropriate purchase order screen, based on the Blanket/Standard Indicator on the Invitation to Bid Definition screen (PCHL2311).

- If the Blanket Purchase Order screen (PCHL2342) was accessed, see Section 3.7 Blanket Purchase Order Processing

- If the Purchase Order/Contract Writing screen (PCHL2340) was accessed, see Section 3.5 Purchase Order Processing

To view the next commodity on the bid, <CLEAR> back to the Bid Tabulation – Commodity Detail screen (PCHL2240), and press <F5>. Repeat the award process for each commodity placed on the bid.

Vendor Detail

When awarding a bid through Vendor Detail (PCHL2250), one or more vendors may receive an award.

Access the Bid Tabulation – Vendor Detail screen (PCHL2250) by pressing <F5> from the Bid Processing Menu (PCHL2300).

Enter the Bid ID and press <F5> to retrieve the first vendor's bid.

Commodity details are displayed for the first vendor. View and evaluate the following data:

Vendor	The Vendor ID, Mail Code, and legal business name
Commodity Name	The name of the commodity
Requisition	The Requisition ID associated with the commodity listed
Line	The requisition line associated with the commodity listed
C/I	Complete/Incomplete indicator Displays a 'C' if the quantity ordered equals the quantity bid Displays an 'I' if the quantity ordered does not equal the quantity bid
Qty Bid	The amount of this commodity that was bid (only after bid has been awarded)
Unit Cost	The cost per unit of the commodity listed
Tax	Not used in Michigan
Total Cost	The system calculated total cost of the bid based on quantities, costs, and discounts
Pct Dev	System calculated percentage deviation, based on the estimated cost for the requisition and the bid cost When the deviation is '–' , the bid cost is less than the requisition estimated cost When the deviation is '+' , the bid cost is more than the requisition estimated cost

Press <F8> to view the next page of commodities for the first vendor. Repeat for each additional page.

After viewing the tabulations for the first vendor, press <F5> to view the next vendor's bids. Look at and evaluate the data provided. Repeat for each additional vendor.

Once you have determined which commodities should be awarded to each vendor, enter the Bid ID again. Press <F5> to retrieve the first vendor's bid (or enter the Bid ID and Vendor ID, and press <ENTER>).

To award a bid, <TAB> to the Selection column to the left of the first commodity on the page that will be awarded to the first vendor, and enter an 'S' in the column. Repeat for each additional commodity on the first page to be awarded to the vendor.

Press <F10> to save the selections. Press <F8> to view and select from the next page. Press <F10> to save the selections on this page, and repeat for each additional page.

Once you have selected and saved all of the commodities to be awarded to the first vendor, press <F2> to process the award.

The system will transfer to the appropriate purchase order screen, based on the Blanket/Standard Indicator on the Invitation to Bid Definition screen.

- If the Blanket Purchase Order screen (PCHL2342) was accessed, see Section 3.7 Blanket Purchase Order Processing
- If the Purchase Order/Contract Writing screen (PCHL2340) was accessed, see Section 3.5 Purchase Order Processing

To make selections for the next vendor, <CLEAR> to the Bid Tabulation – Vendor Detail screen (PCHL2250). Press <F5> to access the next vendor's record, and repeat the process for this vendor.

If you do not want to award to a vendor, just skip the record by pressing <F5>.

Repeat until all of the commodities have been awarded.